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ABSTRACT

Originally intended for students with reading problems, this booklet may also be helpful to anyone who wants to make use of newspaper want ads. The eight teaching units discuss the following topics: (1) purposes for want ads, (2) finding want ads, (3) letting the alphabet help in reading want ads, (4) looking for a job, (5) looking for an apartment, (6) looking for a car or bicycle, (7) writing want ads, and (8) using the local newspaper. The final section of the booklet contains a guide to the phonetic respellings of abbreviations commonly used in want ads. A brief teacher's manual accompanies the booklet. (HTH)

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A JANUS SURVIVAL GUIDE

Using the Want Ads

By Wing Jew and Carol Tandy
Illustrated by Walter Zahnd

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Janus Survival Guides

Becoming a Driver
Finding a Good Used Car
Getting Around Cities and Towns
Help! First Steps to First Aid
Reading and Following Directions
Reading a Newspaper
Reading Schedules
Using the Phone Book
Using the Want Ads

International Standard Book Number 0-915510-16-2

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Introduction

Suppose you needed a job. Wouldn't it be nice to get a letter like this? ▶

Dear Friend,

I want to hire a young man or a young woman to watch my house on weekdays between 4:00 and 6:30. If you would like this job, please call 871-7779.

Yours truly,

George Brown

Suppose you wanted to buy a used TV set. Wouldn't it be nice if someone came to your door with three or four used TV sets for you to choose from?

Suppose you were looking for an apartment to rent. Wouldn't it be nice if a friend told you about five or six great places?

But few people ever get letters about jobs. And people do not usually come to your door with used TV sets for sale. And our friends don't always know about apartments that are for rent.

There is a place where you *can* find out about jobs, used TV sets, apartments for rent, and other useful information. That place is your newspaper. There is just one problem. The information comes in tiny little messages that look like this. ▼

TV sets. Color & b/w. Many sizes. Fr. $50-$250. All in gd. cond. Call 557-3475

YNG M/F watch hs wkdys 4-6:30. Call 871-7779

$185 1 Bdrm. w/stv. & frig. nr. bus stp. Call 349-9876

These tiny messages are called *want ads.* This book can help you learn how to read want ads. It can also help you learn how to write your own want ads. And it can help you learn:

- how to find out about job openings;
- how to find a used car, bike, or other set of wheels; and
- how to find an apartment and things you might need for that apartment.

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unit 1

What Are Want Ads?

DODGE '68 Van, CB Radio, Tape Deck, Shag Rugs, Couch, Cooler, $999. FunTime Vans 440 Main

Lou and Dave want to buy a used van. Lois and Maria are helping them find one. They are looking at the want ads in their newspaper.

Maria spots an ad for a van. She shouts, "Look here you guys! Here's just what you are looking for. CB radio, rugs, tape deck . . ."

Lou looks over her shoulder. He says, "Yeah . . . and only $999! C'mon Dave, let's run down there and see this van!"

Lou and Dave run down to FunTime Vans. They find the van that was listed in the want ads of Maria's newspaper. The ad was correct. The van has: *(Fill in the missing words.)*

- a CB _____ ,
- a tape _____ ,
- shag _____ ,
- a _____ , and
- a _____ .

Lou and Dave have found out how useful want ads can be. Now you can find out too.

6

Bringing People Together

Some want ads tell about things people want to sell.

3-SPEED BIKE Hand Brakes Almost new Only $45 Call 884-2739

I want to sell my bike.

Some want ads tell about things people want to buy.

WANTED: Good used bike. Will pay up to $45. Call 845-2739

I want to buy a used bike.

Some want ads tell about jobs that people want to fill.

WANTED: Strong person to help load trucks. Call 456-0870 between 1-5 pm

I need a worker.

Some want ads tell about people who want jobs.

FOR HIRE: Strong Person. Can lift and move heavy things. Call 521-0960

I want a job.

How can buyer and seller, worker and employer get together? Easy! They can buy a newspaper and turn to the want ads.

CHECKPOINT

Word Bank

sell jobs cooler newspapers
space car buy workers

Choose the words from the Word Bank that best complete each sentence. Write the words in the spaces where they belong. Two words will be left over.

1. Want ads are found in _____ .
2. A want ad takes very little _____ .
3. Some want ads tell about things people want to _____ or to _____ .
4. Some people use want ads to look for _____ .
5. Companies use want ads to look for _____ .

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Eight Kinds of Ads

Here are eight kinds of want ads. There are other kinds too. But these are the kind you may find most useful.

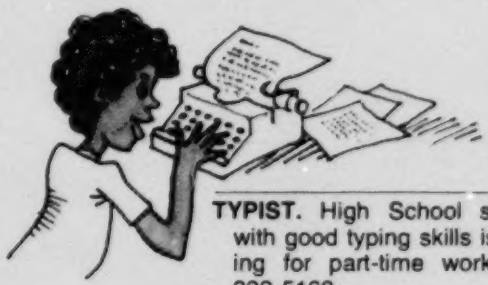
Help Wanted

These ads are placed by people who have jobs to fill.

BABYSITTER. I will pick you up and take you home. $2.50 an hour. Call 553-2274

Job Wanted

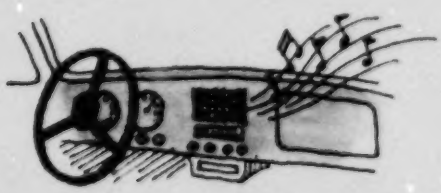
These ads are placed by people who are looking for work.



TYPIST. High School student with good typing skills is looking for part-time work. Call 332-5168

Things for Sale

These ads are placed by people who have new or used things they want to sell.



TAPE DECK for Car Radio. $150 turns your car or van into a mini disco. Call Sal at 942-8151

Places for Rent

These ads are placed by people who have rooms, apartments, or houses for rent.

FOUR ROOMS with a view. All electric kitchen. Wall to wall carpets. $250 a month. 881 Devons Road. Apartment 2b.

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Lost and Found

These ads are placed by people who have lost something or found something.

RING LOST at Sutter Park. Black star sapphire in gold band. Letters E.I.K. inside band. Reward will be given. Call 982-8685.

Services

These ads are placed by people who have a service to offer—such as fixing things, making things, or teaching lessons.

VOICE LESSONS. Your home or mine. Graduate of Jones School of Music. Call 821-4532.

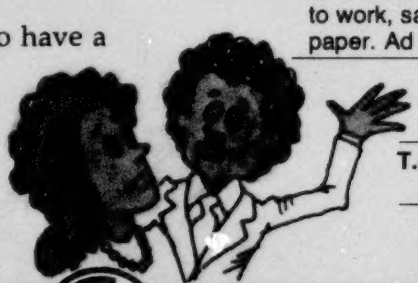
Notices

These ads are placed by one person or a group of people who want to tell about a special happening.

SAILING to the South Seas. Three month voyage. If you love adventure and are willing to work, sail with us! Write this paper. Ad number 1203.

Personals

These ads are placed by people who have a very personal message.



T.J. please come home. We love and miss you. Mom. Dad.

CHECKPOINT

Tell the kind of ad each person below would write. Draw a line from the words on the left to the words that match them on the right. The first pair are done for you.

1. Chico wants to hire a worker
2. J.C. wants a job
3. Mr. Tong has some rugs to sell
4. Mrs. Randall has an apartment to rent
5. White Cloud's dog is missing
6. Mandy fixes broken clocks
7. Cole High School is having a book fair
8. Fred wants a friend to know he misses her

Kinds of Want Ads

- Things for Sale
- Help Wanted
- Lost and Found
- Job Wanted
- Notices
- Services
- Personals
- Places for Rent

9

Playing Detective

Sometimes, reading want ads is like playing detective (di TEK tiv).* A detective hunts for clues (KLOOZ). You have to hunt for missing words and missing letters.

Why? Because people leave out many words from their ads—words they feel the reader can guess. And they often leave out letters from many of the words they put in their ad. They abbreviate (ə BREE vee ayt) many words.

You already know many abbreviations. For example: *st.* for *street, TV* for *television,* and *co.* for *company.* In a want ad you may see *rms.* for *rooms* or *R/H* for *radio and heater.*

Why do people do this? Because it costs money to print want ads in a newspaper. The more space the ad takes the more it costs. So people leave out some words and abbreviate other words in order to save space.

Take a look at page 11. It shows how some of the ads on pages 8-9 might look if they were printed in a newspaper. After you read page 11, come back and do the Wordcheck below.

*You will see respellings like this after many words in this book. The respellings show you how to say the word. To learn how to use the respellings, see pages 63–64.

WORDCHECK

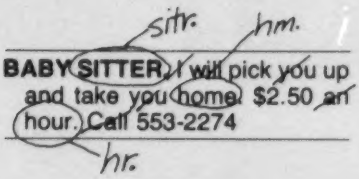
Draw a line from each word to its respelling. Then draw another line from the respelling to its meaning. The first is done for you.

1. abbreviate	• (di TEK tiv)	• helpful hints
2. clues	• (ə BREE vee ayt)	• person who tries to solve crimes
3. detective	• (KLOOZ)	• to shorten words by leaving out letters

This . . .

BABY SITTER. I will pick you up and take you home. $2.50 an hour. Call 553-2274

might be changed . . .



to become this.

BABY SITR. Will pick up and take hm. $2.50 hr. 553-2274

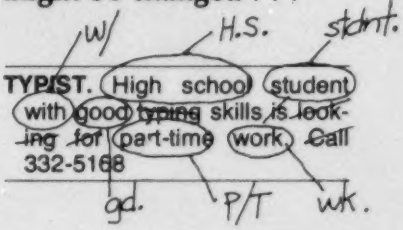
Which words have been taken out?

Which words have been abbreviated?

This . . .

TYPIST. High school student with good typing skills is looking for part-time work. Call 332-5168

might be changed . . .



to become this.

TYPIST. H.S. stdnt. w/gd. skills. P/T wk. 332-5168

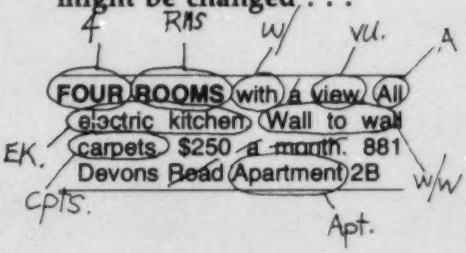
Which words have been taken out?

Which words have been abbreviated?

This . . .

FOUR ROOMS with a view. All electric kitchen. Wall to wall carpets. $250 a month. 881 Devons Road Apartment 2B

might be changed . . .



to become this.

4 RMS w/vu. AEK. w/w cpts. $250 881 Devons Apt 2B

Which words have been taken out?

Which words have been abbreviated?

PRACTICE PAGE

1. Reading Abbreviations

This exercise will give you practice in reading abbreviations. First, circle the abbreviation in the ad. Then write the abbreviation next to the word it stands for. The first one is done for you.

COOKS (hlpr) Dsh wshr. Work lnch & dnr shft. Hal's Rest. 180 S. Main St.

CHEV PU '67, 6 cyl, 4 spd. gd brks, rebit eng., lo mi. Call 566-7840 eves.

$170 2 bdrm, fpl., w/w cpt. drps., stv./frg., nr. bus stp. No fee agt. 667-8401

lunch _____	speed _____	drapes _____
helper hlpr.	rebuilt _____	wall to wall _____
shift _____	brakes _____	bedrooms _____
street _____	Chevrolet _____	carpet _____
washer _____	cylinders _____	stove _____
dish _____	evenings _____	refrigerator _____
restaurant _____	low mileage _____	near _____
south _____	pick up _____	stop _____
dinner _____	engine _____	fireplace _____
and _____	good _____	agent _____

2. Kinds of Ads

Read each of the ads below. Tell what kind of ad each is by writing the proper number in the box next to the ad. The first is done for you.

Kinds of Ads

1. Help Wanted
2. Job Wanted
3. Things for Sale
4. Places for Rent
5. Lost and Found
6. Services
7. Notices
8. Personals

[3] Boxer pups. AKC reg. $50 and up

[ ] H.S. student wants summer job. Have driver's license

[ ] Piano tuning & repair 30 years exp.

[ ] Brn/wht Collie pup. Answers to name of Sam. Reward to finder.

[ ] 4 bdrm, 2 bath, split level, garage

[ ] Harry Brown. Happy Birthday, Please call home.

[ ] Church supper at St. Mary's Wed. 6-9 p.m.

[ ] Counter worker 11 a.m.-2 p.m. 5 days Hamburger Haven

unit 2

Finding Want Ads

Some newspapers have only a few pages of want ads. Other newspapers have pages and pages of want ads.

Newspapers that have many pages of want ads usually print the ads in groups. For example:

- all the ads for cars go together,
- all the ads for furniture (FəR ni chər) go together, and
- all the ads for jobs go together.

Headings

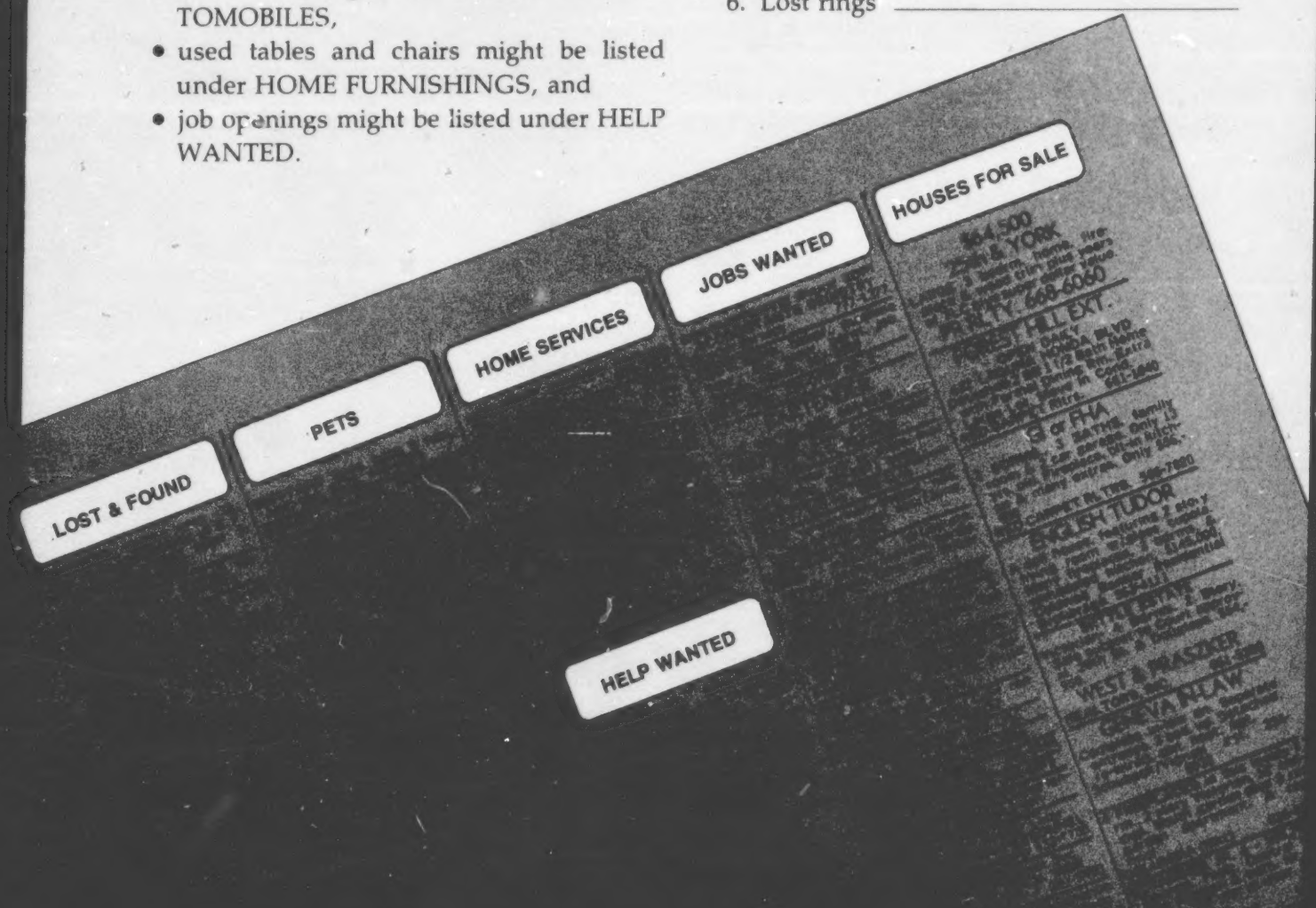
Each group of ads gets a different heading. For example:

- used cars might be listed under AUTOMOBILES,
- used tables and chairs might be listed under HOME FURNISHINGS, and
- job openings might be listed under HELP WANTED.

When you put things in groups like this, you are classifying (KLAS ə figh ing). *Classifying* means putting things together in groups. So want ads are sometimes called classified (KLAS ə fyd) ads, because they are printed in groups.

Here is part of a page of classified ads. Which heading would you look under to find ads about. . . ?

1. Kittens _____
2. Plumbers _____
3. People looking for workers _____
4. People looking for jobs _____
5. Places to live _____
6. Lost rings _____



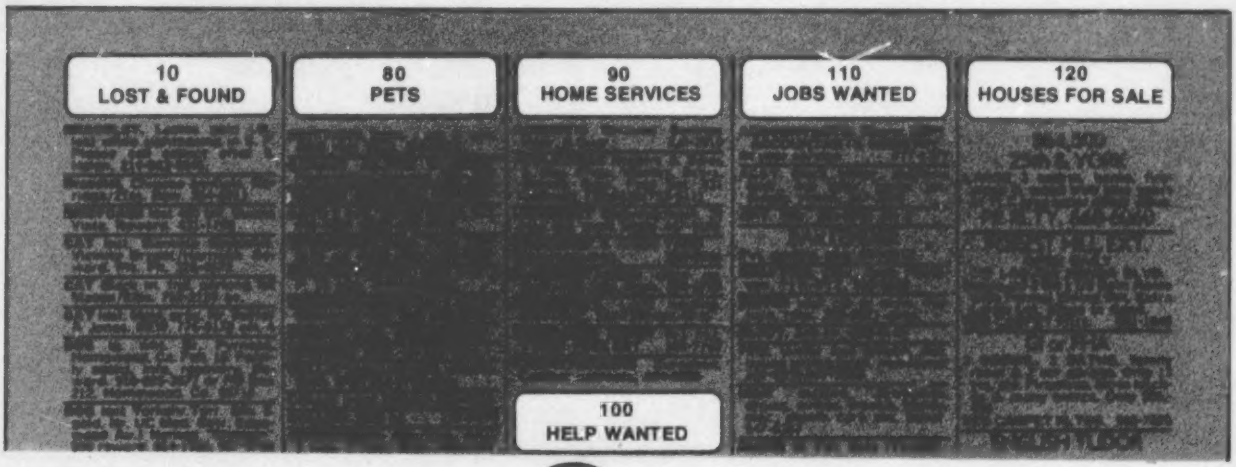
Some newspapers have so many groups of ads that they have to help people find the group they are looking for. So the newspapers number each group and print an index (IN deks) to the numbers. (An index is a list that shows where to find things inside a book, magazine, or newspaper.)

Numbered Groups

Look at this sample page. It has the same headings as the sample on page 13. But now each heading has a number. What is the number for . . . ?

1. Help Wanted _____
2. Pets _____
3. Houses for Sale _____
4. Lost and Found _____
5. Home Services _____
6. Jobs Wanted _____

Notice that the headings are printed in order by number. Low numbers come first. Higher numbers come after.



WORDCHECK

Draw a line from each word to its respelling. Then draw a line from the respelling to its meaning.

1. classified	• (FəR ni chər)	• list of what is inside
2. furniture	• (IN deks)	• arranged in groups
3. index	• (KLAS ə fyd)	• tables, chairs, etc.

CHECKPOINT

Choose the words from the Word Bank that best complete each sentence. Write the words in the spaces where they belong. Two words will be left over.

Word Bank
numbered sample lower
groups higher index classified

1. Some newspapers print their want ads in _____ of similar ads.
2. This is why want ads are sometimes called _____ ads.
3. Sometimes, the groups of ads are _____ .
4. The groups of ads then come one after another, going from _____ numbers to _____ numbers.

Want Ad Index

To help you find the group of ads you want, some newspapers have an index. The index tells you what numbers to look for.

The index is usually found on the first page of the Want Ad section (SEK shən). Look at the index at right. ▶

1. What is the number for . . . ?
   Summer Camps _____
   Home Services _____
   Clothing _____

2. Which heading would you turn to for ads about babysitters? (Hint: A baby is a child.)
   Heading _____
   Number _____

3. Which three headings would you turn to for ads about places to live?
   Heading _____
   Number _____
   Heading _____
   Number _____
   Heading _____
   Number _____

4. Which number would you look for if you wanted to . . . ?
   learn how to drive _____
   buy a car _____
   rent a truck _____
   check motorcycle prices _____
   buy a headlight for a car _____

5. Which group of ads would come first on the want ad pages? *(Circle one answer on each row.)*
   60 — Child Care or 150 — Clothing
   110 — Jobs Wanted or 10 — Lost and Found
   160 — Autos for Sale or 30 — Personals
   80 — Pets or 130 — Houses for Rent

Want Ad Index

10 — Lost and Found
20 — Notices
30 — Personals
40 — Lessons and Schools
50 — Summer Camps
60 — Child Care
70 — Furniture
80 — Pets
90 — Home Services
100 — Help Wanted
110 — Jobs Wanted
120 — Houses for Sale
130 — Houses for Rent
140 — Apartments for Rent
150 — Clothing
160 — Autos for Sale
170 — Trucks for Sale or Rent
180 — Auto Parts and Service
190 — Motorcycles and Scooters
200 — Driving Lessons

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Bigger Index

If a newspaper has many pages of ads and many groups of ads, then it may have a bigger Want Ad Index. And in this bigger Want Ad Index, headings that deal with similar things may be listed together by subject (SəB jikt). For example:

- everything to do with work and jobs may be listed under EMPLOYMENT (im PLOY mənt),
- everything to do with animals may be listed under PETS,
- everything to do with things-for-sale (except autos and houses) may be listed under MERCHANDISE (MəR chən dyz).

Look at the index on p. 17. Use the index to answer these questions.

1. What subject would you look under for ads about . . . ?
   dogs _____
   apartments _____
   help wanted _____
   motorcycles _____
   lost necklace _____
   homes for sale _____

2. Look under MERCHANDISE. What is the number for . . . ?
   diamonds _____
   hi-fi _____
   typewriters _____

3. Look under ANNOUNCEMENTS (ə NOWNS mənts). What number would you look for if you wanted . . . ?
   to move _____
   to fix up your new home _____
   to see if there was a special message for you _____

CHECKPOINT

Circle the T if true.
Circle the F is false.

T F 1. Some newspapers print a Want Ad Index.
T F 2. A Want Ad Index tells you where to find the comics and sports stories.
T F 3. Sometimes the headings in a Want Ad Index are grouped by subject.

WORDCHECK

Draw a line from each word to its respelling. Then draw a line from the respelling to its meaning.

1. announcement	• (SEK shən)	• goods for sale
2. employment	• (SəB jikt)	• news about some event
3. merchandise	• (im PLOY mənt)	• part of something
4. section	• (MəR chən dyz)	• work and jobs
5. subject	• (ə NOWNS mənt)	• topic

WANT AD INDEX

ANNOUNCEMENTS

Home Service 85
Legal Notices 895
Lost and Found 15
Moving and Storage 65
Personals 30
Public Notices 25

AUTOMOTIVE

Autos, New, Used 430
Autos, Wanted 425
Hot Rod Column 440
Imported & Sports Cars 435
Motorcycles and Scooters 420
Trucks-Equipment 405
Campers-Trailers 410

BOATS AND AIRPLANES

Airplanes & Flying 180
Boats and Boating 175

BUSINESS OFFERS

Business For Sale 600
Motels, Hotels 605

EDUCATIONAL

Instruction 190
Music Instruction 130

EMPLOYMENT

Household Help 310
Help Wanted 333
Temporary 333-1
Agencies 333-2
Jobs Wanted 200

FINANCIAL

Money Loaned & Wanted 40-45

MERCHANDISE

Antiques, Art 110
Photography 135
Diamonds, Gold Jewelry 100
Furnishings, Appliances 115-120
Furs 100
Hi-Fi, Radio, TV 125
Machinery 155
Musical Instruments 130
Office Furniture, Supplies, Typewriters 140
Printers Column 165

PETS

Dogs, Cats, Birds, Fish, etc. 145
Horses, Livestock, Farm Equipment 150

REAL ESTATE

Community Apartments 720
Country Property 770
Homes For Sale 730-750
Industrial and Business 760-765
Real Estate to Exchange and Wanted 775-780
Mobile Homes 885

RENTALS

Apartments, Homes 545-565
Business 590
Motels, Hotels 520
Rooms 525
Share Rentals 510
Rentals Wanted 500
Rest Homes 505
Guest Homes 510
Vacation Rentals 585

SPORTS

See Sportsman's Corner in Sports Section

Another Kind of Index

Most newspapers have an index on the first page of the newspaper. This index tells you what page to turn to for TV, Sports, and other parts of the newspaper.

The front-page index will usually tell you what pages the want ads are on. But remember, the want ads may be called *classified ads*.

Look at the Index at right.

1. What page would you turn to for . . . ?
   Sports _____
   Weather _____
   Amusement _____
   Crossword _____
   Classified Ads _____
2. How many pages of classified ads did this newspaper have on this day? _____
3. If this newspaper called its Classified Ads *Want Ads*, what word in the index would Want Ads come after? _____

Daily Record Index

Amusement 20
Bridge Column 13
Building 8-9
Church 6
Classified Ads 15-19
Comics 13
Crossword Puzzle 13
Farm 10
Horoscope 13
Sports 11-12
Television 20
Weather 14

CHECKPOINT

Circle the correct answer.

1. To find out what page the Want Ads are on, look at the:
   a. Want Ad Index b. TV listings
   c. Front-page index
2. If you do not find *Want Ads* in the index, look for:
   a. Crossword b. Classified Ads
   c. Bridge Column

unit 3

Letting the Alphabet Help

Suppose you want to find a job as a salesperson. You pick up your newspaper and look at the front-page: *(Circle one.)*

a. news b. index c. photos

The index tells you that the want ads are on page: (See the index at right.)

a. 32 b. 14 c. 30

So you turn to page 32, and you look at the Want Ad Index. You look under Employment. You find the number for Help Wanted is:

a. 200 b. 333-2 c. 333

You look through the want ads for 333. You find it—*and there are four pages of Help Wanted ads!* Do you have to go through all four pages to find the ads for salespersons?

No! When there are lots of Help Wanted ads, they are usually listed in order by letter.

For example, *aircraft cleaner* comes before *bellhop* which comes before *cab driver*, and so on. Since the jobs are listed by letter of the alphabet (AL fə bet), this is called alphabetical (al fə BET i kəl) order.

BIGTOWN DAILY NEWS

INSIDE

Amusements 17
Comics 14
Sports 30
TV 26
Want Ads 32

WANT AD INDEX

EMPLOYMENT

Household Help 310
Help Wanted 333
Temporary 333-1
Agencies 333-2
Jobs Wanted 200

Here are two groups of jobs. Write the jobs in each group in alphabetical order.

Restaurant Jobs

frycook chef
chef _____
waiter _____
dishwasher _____
saladmaker _____

Office Jobs

typist _____
messenger _____
clerk _____
secretary _____
bookkeeper _____

Now, suppose the paper has a number of job ads that all start with the same letter. How would the paper list them?

It would list them by their second letter. For example: carhop, chef, cook, cutter.

Here is a group of jobs. Write the jobs in alphabetical order, using the second letter of each word.

box maker _____
baker _____
bike clerk _____
bus driver _____
beautician _____

Sometimes there are a number of jobs that start with the same two letters—such as model, molder, and motel clerk. These jobs may be listed alphabetically by their third letter.

Here is a group of jobs that all start with sa. *Write the jobs in each group in alphabetical order, using the third letter of each word.*

sandwich maker _____
salesperson _____
sample clerk _____
safety officer _____
sawmill worker _____

20

CHECKPOINT

Choose the words from the Word Bank that best complete each sentence. Write the words in the spaces where they belong. Two words will be left over.

Word Bank
third alphabet employment
alphabetical second

1. When there are hundreds of Help Wanted ads, the ads are usually arranged in _____ order.
2. If there are many ads that begin with the same letter, then the ads are arranged by the _____ letter, the _____ letter, and so on.

145
PETS

ALASKAN HUSKY 1½ yr. old, tame $75 342-4916

BASSETS, AKC, 656-8460

BEAGLE pups-M-AKC. 369-4758

BOXER puppies. AKC 795-6123 evenings

BURM. Kits.-$85. 938-3703

CHIHUAHUA pup. AKC M. long coat $75. 585-2777, 341-0662

COCKATOOS. Gr. Sul. Crest Umbrellas, tame. 583-7862

COLLIE, AKC. male 2 yrs. old Sable/wht. $200. 383-2463

DOBERMAN m. exc. atack & guard dog $350 632-6952

GERMAN shepard pups, AKC Ger. imported stock. $150-$250 neg. 674-5837

GOLDEN Retr. pups, AKC/OFA. F. Ch lines. $150 527-9493

Other Groups in Alphabetical Order

Other ads besides the Help Wanted ads may be listed in alphabetical order. Things-for-sale are often alphabetized if there is a long list of similar kinds of things. For example, look at this list of pets for sale. Which comes first on the list . . . ?
(Circle your answer.)

Beagle	or	Doberman
Doberman	or	Collie
Collie	or	Chihuahua
German Shephard	or	Golden Retriever

Don't expect to always finds pets or other things-for-sale listed in alphabetical order. Some newspapers just list one item after another in no special order.

21

PRACTICE PAGE

ACOUSTIC Sprayed Ceilings. Fully guar. Ins. 585-7332

BRICK Layer Early retirement. Priced right 921-5304

CARPENTER—Building remodeling TRY ME! 282-2116

BASEMENT Cleaning & Light hauling 7 dys. a wk 467-1735

BRICKWORK Exper. A-1 All Types. Free Est 873-5328

ADDITIONS, carpentry (all types). kitch/baths, elect., plumb., roofing. 471-6270

Acoustic

85 HOME SERVICES

Alphabetical Order

Here are four groups of home service ads. List the first word of each ad on the lines below the ads. List the words in alphabetical order.

Remember, if some words begin with the same letter, alphabetize by the second letter. If the first and second letter are the same, alphabetize by the third letter. And so on . . .

GARDENER. Clean up, trim. Japanese style pruning. Maintenance. 346-1273; 931-1177

FURNITURE restoration & refinish 626-2977 leave no.

ELECTRICIAN reasonable, fast, night/day. 673-5956

GARDEN Landscape. Pruning, cleanup. Reas. 992-8246

HAUL Anything, anytime, anywhere. Michael 681-4410

ELECTRICAL Free est. Lic Insured. Reas. 397-9039

CARPENTRY rough & finish free estimate. 731-5799

CLEAN apts., windows, walls, floors, cpts. bldgs. 921-2891

CEMENT Work, Patios, sidewalks. Free est. 586-2723

CARPET installation $1.69 yd. also carpets. 861-4659

DRAPERIES, Custom, Good work at Low Cost. 397-4984

CERAMIC Tile Compt. Service by Mastercrafts man, guarn. 681-1713.

LITE hauling & garage cleaning. 8am-6pm 355-3798

PAINT. Bill & George. Free est. Hi-qual. Reas, 566-8851

HARDWOOD FLRS. refin. custom laid, anywhere 648-3072

GENERAL Home Rep. Kitchen, bathroom remod. Tile, Plumb. Free est. Victor's 441-4317

HOUSE PAINTING Wallpaper, non-union 566-6885

HAULING, garage/yard cleaning. Reas. rates 752-3309

22

Numerical Order

Now you are an expert in finding ads listed in alphabetical order. But ads are sometimes listed in numerical (nyoo MEHR i kəl) order. Numerical order means going from a low number to a high number. For example: 3, 4, 5 or 23, 24, 25 or 123, 124, 125. If you were going to list the numbers below in numerical order, which would come first . . . ? *(Circle your answers.)*

113 or 129
168 or 132
176 or 154
164 or 185

We have already talked about the way some newspapers use numerical order to list groups of ads. For example, you might open the classified ad pages of your newspaper and see headings like these.

42—Apartments, Unfurnished

50—Stores & Offices, Rent

54—Musical Instruments

56—Furniture and Appliances

58—Pets and Supplies

67—Trucks and Trailers

Which group of ads would come first in this newspaper's classified ads? *(Circle your answers.)*

Pets and Supplies or Stores & Offices, Rent
Musical Instruments or Furniture and Appliances
Trucks and Trailers or Apartments, Unfurnished

CHECKPOINT

Choose the words from the Word Bank that best complete each sentence. Write the words in the spaces where they belong. Two words will be left over.

Word Bank
example numerical higher lower

1. Some newspapers list their groups of ads in _____ order.
2. Numerical order means going from a low number to a _____ number.

WORDCHECK

Draw a line from each word to its respelling. Then draw a line from the respelling to its meaning.

1. alphabet	• (nyoo MEHR i kəl)	• in order by letter
2. alphabetical	• (AL fə bet)	• in order by number
3. numerical	• (al fə BET i kəl)	• set of letters

23

'64 CHEVELLE. New Engine. Good condition. $600 755-8891 after 6

'69 MUSTANG 351, orig. owner. Excel. cond. Asking $1400. 755-3392

'70 CHEV. Monte Carlo, gray/blk. v.t., lowmi., A/C $2,500. 993-9485 aft. 6.

'72 CHEV Kingswood Estate 9 pass. Wagon, Factory Air AM/FM, luggage rack, only 33,700 miles. Immaculate in & out. 133FRI.
$3295
ED CAMOS CHEV
338-3958 993-9759

'73 GRAN TORINO WGN.
PS, AT, AC. 300JTM
$2686
HUGHSON FORD
1301 Van Ness, S. F.
639-9859

545
APARTMENTS

$120 SUNNY COZY 2 ROOMS. Clean, quiet 350 Gough

$125 2 rms. Quiet. Civic Center. No pets. Mgr. 485 Eddy

$125 Studio incl. utils. Frig., Cpt/drp. Elev. 940 Sutter

$130 Up Nudec. studios. Light, roomy. Quiet, 820 O'Farrell

$135 & up Studio steam heat. Elevator References Stove, SECURE BLDG. 776-2567

$155 up Studio & 1 Br's. Nr. Union Sq. 780 Post 775-7080

$160 Excellent Nob Hill loc., studio in the garden patio, Cable TV. 673-1816

More on Numerical Order

If you looked at a group of ads for used cars or motorcycles, you might find them listed in numerical order. Can you guess why?

Right! They may be arranged by the year they were made. For example, look at these ads for cars.

What is the oldest car on the list?

_____

What is the newest car on the list?

_____

Don't expect to find all car ads in numerical order. Some newspapers list them in alphabetical order. (Chevrolet, Dodge, Ford, etc.) Some newspapers just print one after the other with no special order at all.

Apartments for Rent

Some newspapers list apartments in numerical order. They may list the apartments by the amount of rent. For example, look at this list.

What is the lowest rent shown?

_____

What is the highest rent shown?

_____

CHECKPOINT

Choose the words from the Word Bank that best complete each sentence. Write the words in the spaces where they belong. Two words will be left over.

Word Bank
year oldest rent highest

1. Some newspapers list cars and motorcycles by the _____ in which they were made.
2. Some newspapers list apartments by the amount of _____.

unit 4

Looking for a Job

Lois and Lou have almost finished high school. They each want to look for a job. They will use the Want Ads to see what jobs are open in Bigtown.

Lois wants an active (AK tiv) outside job. She thinks she might enjoy working at a gas station. So she is going to look for a job as a gas station attendant (ə TEN dənt).

First, she gets a hold of the local newspaper—the *Bigtown Daily News*. It's a pretty big newspaper with lots of pages. So what is the first thing Lois should look for in the *Bigtown Daily News?*

Right! She should look for the front-page index. And here it is. ▶

Look at the index. What pages are the Want Ads on? _____ .

Right! So Lois turns to page 39 and looks at the Want Ad Index.

BIGTOWN DAILY NEWS

INSIDE

Art and Architecture 42
Bridge Column 62
Church News 34
Comics 62
Television 65
Theaters 67
Want Ads 39-45
Weather 59

flash!

Remember, some papers may call their ad section Classified Ads or even some other name. Check your local papers to see what they call their Want Ad section.

25

Back To Lois

Now, if Lois wants to find a job, what subject should she look under in the index? _____

Right! She should look under Employment.

What heading should she look for under Employment? _____.

Right! Help Wanted.

And what is the number for the Help Wanted ads? _____

Right! It is 333.

WANT AD INDEX

ANNOUNCEMENTS

Business Notices 31
Home Service 85
Legal Notices 895
Lost and Found 15
Moving and Storage ...65
Personals 30
Public Notices 25
Tours-Travel 75
Transportation 70

AUTOMOTIVE

Autos, New, Used 430
Autos, Wanted 425

MERCHANDISE

Antiques, Art 110
Photography 135
Contractors Machinery, Heavy Equipment ..160
Diamonds, Gold Jewelry 100
Furnishings, Appliances 115-120
Furs 100
Hi Fi, Radio, TV 125
Machinery 155
Musical Instruments ..130
Miscellaneous 100
Office Furniture, Supplies, Typewriters 140

EDUCATIONAL

Instruction 190
Music Instruction 130

EMPLOYMENT

Household Help 310
Help Wanted 333
Temporary 333-1
Agencies 333-2
Jobs Wanted 200

FINANCIAL

Money Loaned & Wanted 40-45

RENTALS

Apartments, Homes 545-565
Business 590
Motels, Hotels 520
Rooms 525
Share Rentals 510
Rentals Wanted 500
Rest Homes 505
Guest Homes 510
Vacation Rentals 585

SPORTS

See Sportsman's Corner in Sports Section

26

Checking the G's and S's

Lois flips through the pages of the Want Ad section looking for 333. She zips past the 100's and slows down at 310. At last, 333 — Help Wanted. Now to find the listing for gas station attendant.

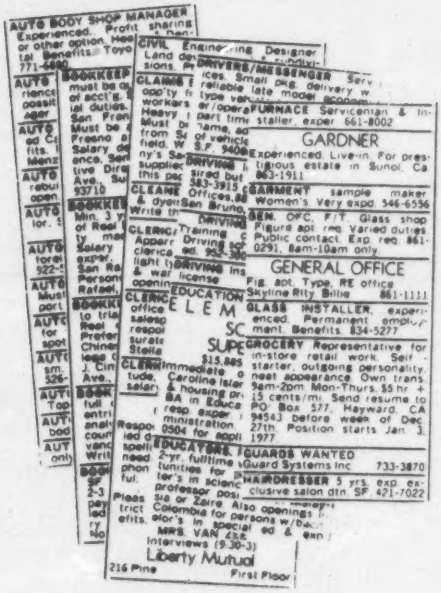
Lois zips past the A's, B's, C's, D's, E's, and slows down when she reaches the F's. Finally she finds the G's. *Take a look.* ▶

Are there any listings for gas station attendant? _____

No, there are not. So what should Lois do now? How about looking under a different job title (TYT əl)? Gas stations are often called *service* stations. So Lois should look for listings under _____ station attendant.

Right! Under service station attendant.

So, Lois looks through all the *S* ads— *Sales, Salesperson, Secretary, Service Manager,* and . . . at last . . . she comes to *Service Station Attendant.* ▶



SERVICE Station attendant, Experience. 1199 Mission Blvd.

SERVICE Station Attendant exper. nec. Call 421-6115

SERVICE Station Attendants. Full time & part time. Cash handling experience. Apply Monday thru Friday 9-4, 1436 14th Ave.

SERVICE Station Female & Male attendants for self serv. stations. Shifts vary, some weekend work. Apply Mon. 8-12. PDQ Station. 1620 So. Main.

SERVICE Station Help Many Openings. Some will train. All shifts. To $800
LOMAR AGENCY, 1590 MAIN

CHECKPOINT

Choose the words from the Word Bank that best complete each sentence. Write the words in the spaces where they belong. Two words will be left over.

Word Bank
station salesperson manager service

If you do not find a job listed under one job-title, look for it under another title. For example, jobs for gas station attendants may be listed under _____ station attendant.

For another example, jobs for salesmen or saleswomen may be listed under _____ .

27

Reading the Ads

Lois clips out the five ads for service station attendants. See if you can read each one.

Work on one at a time. First, try to guess what the abbreviations stand for. Then look for the abbreviations in the Key To Help-Wanted Abbreviations *below.*

Write the word each abbreviation stands for on the proper line below each ad. Look up any words you don't understand in a dictionary. Then answer the questions next to the ad.

Key To Help-Wanted Abbreviations

adv.	advancement (ad VANS mənt)
asst.	assistant (ə SIS tənt)
ave.	avenue
bet.	between
bldg.	building
blvd.	boulevard (BUL ə vahrd)
cntr.	counter
co.	company
comm.	commission (kə MISH ən)
corp.	corporation (kor pə RAY shən)
drvs.	driver's or drivers
est.	established (is TAB lishd)
equip.	equipment (i KWIP mənt)
exp., exper.	experience (ik SPIHR ee əns)
Fri.	Friday
lab.	laboratory (LAB ə rə tor ee)
lic.	license (LYS əns)
mech.	mechanically (mi KAN i kəl ee)
M/F	male or female
mgr.	manager
Mon.	Monday
nat'l.	national (NASH ən əl)
nec.	necessary (NES ə sehr ee)
off.	office
oppty.	opportunity (ahp ər TYOO nət ee)
serv.	service (SəR vəs)
st.	street
strt.	start
trnees.	trainees
yng.	young

28

Ad A

SERVICE Station Attendant, Experience, 1199 Sanchez St.

st. _____

1. Where is this service station located (loh KAYT əd)?

   _____

2. Does this job call for experience?
   ☐ Yes ☐ No
3. Does this ad tell anything about . . . ?
   Pay ☐ Yes ☐ No
   Hours ☐ Yes ☐ No
   Conditions ☐ Yes ☐ No
4. How could Lois find out more about this job?

   _____

   _____

Ad B

SERVICE Station Attendant, exper. nec. call 421-4114

exper. _____

nec. _____

1. What is the phone number of this service station? _____
2. Does this ad tell anything about . . . ?
   Pay ☐ Yes ☐ No
   Hours ☐ Yes ☐ No
   Conditions ☐ Yes ☐ No
3. What kind of experience might be necessary for this job?

   _____

4. How could Lois find out more about this job?

   _____

Ad C

SERVICE Station Attendant. Full time & part time. Cash handling experience. Apply Mon.-Fri. 9-; 146 15th Ave.

Mon. _____

Fri. _____

Ave. _____

1. Which words in the ad tell about hours of work?

   _____

   _____

2. What kind of experience is needed?

   _____

3. When can people apply for the job?
   Days _____
   Hours _____

Ad D

SERVICE Station Attendants, M/F for self serv. stations. Shifts vary, some weekend wk. Apply Mon. 8-12 PDQ Station, 1640 River Road EOE

M/F _____

serv. _____

wk. _____

Mon. _____

EOE _____

1. Which words tell about hours of work?

   _____

2. What do the words mean?

   _____

   _____

3. When would Lois have to apply for this job?

   Day _____ Time _____

4. What do you think *Equal Opportunity Employer* means?

Ad E

SERVICE STATION HELP Many openings. Some will train. All shifts. To $800. Filmore Agency. 291 Scott

1. Who has placed this ad—a service station or an employment agency (AY jən see)?

   _____

2. Which words tell that there is more than one job to choose from?

   _____

3. Which words tell that experience is not necessary for all the jobs?

   _____

4. Which words tell that workers may have their choice of working hours?

   _____

5. Do you think the amount of pay shown is per week, per month or per year?

   _____

PRACTICE PAGE

Look at each word in the left column. Draw a line from each word to its respelling. Say the word to yourself a few times.

Then draw a line from the respelling to its meaning. For extra practice, try using some of the words in sentences.

WORDS	RESPELLINGS	MEANINGS
alphabetical	• (ə NOWNS mənts)	• places to live
announcements	• (awt ə MOHT iv)	• cars, trucks, etc.
apartments	• (al fə BET i kəl)	• messages to the public
automotive	• (KLAS ə fighd)	• store, company, etc.
business	• (ə PART mənts)	• arranged by letter
classified	• (BIZ nəs)	• arranged in groups
educational	• (fə NAN chəl)	• same chance for everyone
employment agency	• (ik SPIHR ee ənz)	• having to do with money
equal opportunity	• (FUL TYM)	• helps people learn
experience	• (ej ə KAY shə n əl)	• finds workers for jobs
financial	• (EE kwəl ahp ər TYOO nə tee)	• about 40 hours a week
full time	• (im PLOY mənt AY jən see)	• things you have done
furnishings	• (in STRəK shən)	• tells where to find things
index	• (LAWST AND FOUND)	• lessons and courses
instruction	• (mis ə LAY nee əs)	• things for the home
lost and found	• (IN deks)	• mixed group of things
miscellaneous	• (NES ə sehr ee)	• must be done; must have
necessary	• (FəR nish ings)	• place to look for lost items
notices	• (OHP ə ning)	• less than 40 hours a week
numerical	• (PART TYM)	• public messages
opening	• (NOHT ə sez)	• arranged by number
part time	• (nyoo MEHR i kəl)	• land and buildings
personals	• (REEəl is TAYT)	• personal messages
real estate	• (PəHRS ə nəls)	• a job to be filled
rentals	• (SəR vəs)	• work time (8-4, 4-12, etc.)
section	• (SHIFT)	• helpful act
service	• (RENT əls)	• part of something
shift	• (TRAYN)	• places for rent
train	• (SEK shən)	• to teach skills

31

PRACTICE PAGE

Use the clues to find where each of these words belongs in the crossword puzzle: AGENCY, CLASSIFIED, EMPLOYMENT, EXPERIENCE, INDEX, NECESSARY, NOTICES, NUMERICAL, OPENING, SECTION, SHIFT, TRAIN.

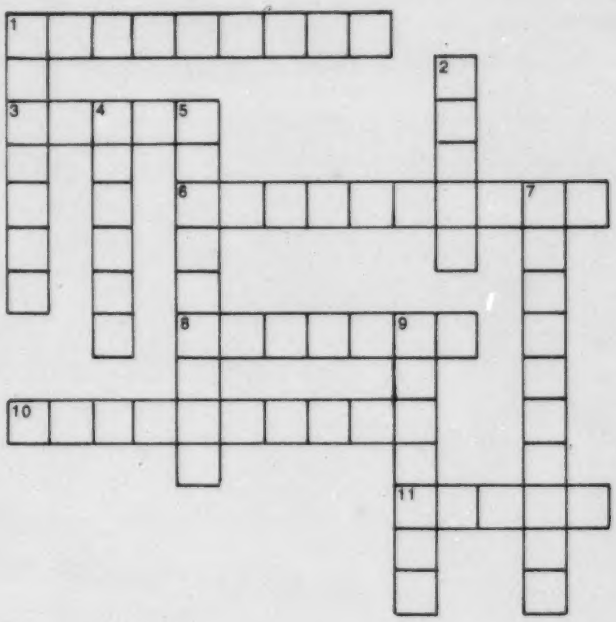
Across

1. Listed by number
3. To teach someone a job
6. Arranged by groups
8. Part of something
10. No _____ needed
11. Tells you where to find things

Down

1. Subject under which Lost & Found and Personals would be listed
2. Time of work (8-4, 4-12, etc)
4. A company that finds workers for other companies
5. Required; must have
7. Work; kind of agency
9. Job to be filled

Want Ad Crossword



Hidden Word Puzzle

A	P	A	R	T	M	E	N	T	S	X	I	A
U	L	F	U	R	N	I	S	H	I	N	G	S
T	O	P	P	O	R	T	U	N	I	T	Y	N
O	R	E	H	S	E	R	V	I	C	E	F	R
M	E	R	L	A	U	Q	E	F	E	P	I	T
O	N	S	O	N	B	R	E	U	M	A	N	B
T	T	O	S	D	F	E	S	L	I	R	A	U
I	A	N	T	R	O	A	T	L	T	T	N	S
V	L	A	L	O	U	L	A	I	X	N	C	I
E	S	L	M	K	N	N	T	O	C	R	I	N
X	V	S	T	M	D	V	E	P	I	A	A	E
O	E	D	U	C	A	T	I	O	N	A	L	S
A	N	N	O	U	N	C	E	M	E	N	T	S

Can you find 21 words in the puzzle at right? All the words have something to do with classified ads. Most of the words are printed across or down. One is on a slant and two are printed backwards.

Look for:
ALPHABETICAL
ANNOUNCEMENTS
APARTMENTS
AUTOMOTIVE
BUSINESS
EDUCATIONAL
EQUAL
FINANCIAL
FULL TIME
FURNISHINGS
LOST AND FOUND
OPPORTUNITY
PART
PERSONALS
REAL ESTATE
RENTALS
SERVICE

32

Finding a Job for Lou

While Lois goes off to check out the ads for service station attendants, let's look in on Lou.

Lou doesn't know exactly what he wants to do. But he does know that he wants a job that will pay him and train him at the same time.

Instead of looking for just one kind of job, Lou looks through *all* the help wanted ads from A-Z. He cuts out any ad that says *trainee* or *assistant*. See if you can read Lou's ads.

Work on one ad at a time. First, try to guess what the abbreviations stand for. Then look for the abbreviations in the key on page 28.

Write the word each abbreviation stands for on the proper line below each ad. Look up any words you don't understand in the dictionary. Then answer the questions next to the ad.

Ad A

ASSISTANT Rent-A-Car Mgr. Must have drvs. lic. Bigtown Auto Rental, 351 Bruner 942-6001

Mgr. _____

drvs. _____

lic. _____

1. What must you have to get this job?
   a. good health b. doctor's license
   c. driver's license
2. The company that placed this ad _____ cars.
   a. sells b. rents c. makes

Ad B

ASST. to help remodel old house into off. bldg. 841-9738

off. _____

bldg. _____

1. On this job, you would work mainly with:
   a. tools b. people c. machines
2. What kind of experience might be helpful on this job?

_____

_____

_____

33

Ad C

CLERICAL and Lab asst. Medical lab. Start $600. oppty. adv. Send your resume this paper ad No. 97381

asst. _____

lab. _____

oppty. _____

adv. _____

No. _____

1. If Lou is interested in this job, he will have to send a resume (REZ ə may). A resume is:
   a. an application form b. a letter
   c. a list of work and school experience
2. Where does the ad say that the resume should be sent?

   _____

   _____

Ad D

CLERICAL Trainee 8-5 Mon.-Fri. Growing co. has opening for alert, dependable, mature M/F to keep records. Start $2.65. Bayshore Paper Co. 142 Bayshore Blvd.

Mon. _____

Fri. _____

Co. _____

M/F _____

Blvd. _____

1. *Alert* (ə LəRT) means:
   a. sleepy b. fast c. wide awake
2. A *dependable* person is someone you can:
   a. trust b. care for c. help
3. *Mature* (mə TYOOR) means:
   a. skilled b. grown up c. childish

Ad E

RESTAURANT mgr. Trainee. Fun Foods looking for bright yng. trainees to strt. on grill/cntr. Call Ed 691-4296 bet. 1-5

mgr. _____

yng. _____

strt. _____

grill/cntr. _____

bet. _____

1. A trainee on this job would start out as a:
   a. driver b. janitor c. frycook
   or as a:
   d. cashier e. counter worker
   f. dish washer
2. When does Ed want people to call?
   a. evening b. morning c. afternoon

Ad F

SALES Trainee—Electrical equip. Well est. nat'l corp. salary + comm. Call 894-8030

equip. _____
est. _____
nat'l. _____
corp. _____
comm. _____

1. *Salary* (SAL ə ree) means:
   a. store b. pay c. cost
2. On this job, you would learn how to _____ electrical equipment.
   a. sell b. buy c. rent
3. *Commission* (kə MISH ən) means pay based on:
   a. how much you sell
   b. price of the goods
   c. how well the boss likes you

Ad G

TRAINEE Service photocopy equip. No exp. nec. if mech. inclined.* Good salary + comm. Call 894-8030

equip. _____
exp. _____
nec. _____
nec. _____
mech. _____
comm. _____

*mechanically inclined (in KLYNED) means *good at fixing things.*

1. This job calls for _____ photocopy equipment.
   a. selling b. buying c. fixing
2. For this job, you would have to be good with:
   a. figures b. tools c. cameras

CHECKPOINT

On the lines under each sentence, spell out the words that have been abbreviated. If you are not sure of the spelling, check page 28.

1. The mgr. of the lab wants an asst..
   mgr. _____
   lab _____
   asst. _____
2. The job will give plenty of oppty. for adv..
   oppty. _____
   adv. _____
3. M/F workers may apply for the job on Mon. to Fri. bet. 1-5.
   M/F _____
   Mon. _____
   Fri. _____
   bet. _____
4. The laboratory is owned by an old, est., nat'l. corp..
   est. _____
   nat'l. _____
   corp. _____
5. No exp. is nec. for the job.
   exp. _____
   nec. _____

35

PRACTICE PAGE

Draw a line from each word to its respelling. Say the word to yourself a few times. Then draw a line from the respelling to its meaning.

WORDS	RESPELLINGS	MEANINGS
advancement	• (ə SIS tənt)	• payment to a salesperson
alert	• (di PEN də bəl)	• getting ahead
assistant	• (ad VANS mənt)	• worthy of trust
commission	• (ə LəRT)	• helper
dependable	• (kə MISH ən)	• wide awake
equipment	• (LAB ə rə tawr ee)	• old company
established company	• (MAN ij ər)	• where scientists work
laboratory	• (is TAB lishd KəMP ə nee)	• person who runs things
manager	• (mə TYOOR)	• tools and machines
mature	• (i KWIP mənt)	• grown up; responsible
mechanically inclined	• (SAL ə ree)	• list of experience
national corporation	• (TRAY nee)	• good at fixing things
resume	• (mi KAN i kəl ee in KLYND)	• a big company
salary	• (NASH ə nəl kor pə RAY shən)	• pay per hour, day, week, etc.
trainee	• (REZ ə may)	• person who is learning a job

Can you find 17 words in the Word Square? Draw a line between each of the words. The first is done for you.

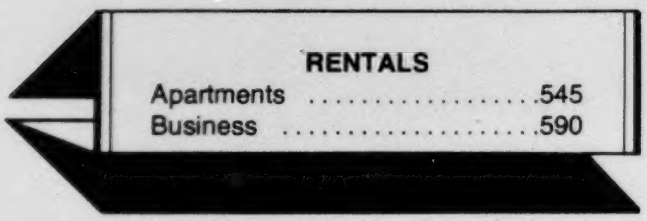
Word Square

START ▶ ALERT/LABORATORY RESUMESALARYMATU
SSISTANTESTABLISHEDNATIONALDEPEND
OMMISSIONMANAGERTRAINEE
TEQUIPMENTC ABLEADVANCEME
ALLYCORPORATIONA RECOMPANYMECHANIC

36

unit 5

Looking for an Apartment



Lois and Maria are going to rent an apartment together. They figure that the most they can pay is $180 a month.

"It would be nice if we could get a place with two bedrooms," Maria says. "But if we can't, I guess one will do."

"Yeah," Lois says, "one is enough. But it would be good if we could find a place with carpets and drapes. Then we wouldn't have to buy them."

"Well all right!" Lois says. "Let's see what we can find in the paper."

Lois looks in the index on the front page of the *Bigtown Daily News*.

"Want ads begin on page 41," she says. She turns to page 41 and looks down the Want Ad Index for *Rentals*. The first entry under Rentals is *Apartments*. The number to look for is _____ .

Right! 545. So Lois flips past the 100's, 200's, 300's, 400's, and stops when she comes to *545 Apartments*. Under that heading she finds *545-1 Furnished*.

"We don't want that one," says Maria. "Those places all come with furniture. We want to furnish the place ourselves."

"I know," Lois says. She looks down the column and finds *545-2 Unfurnished*. "Here we are," she says.

Lois cuts out the ads for apartments that rent for $180 a month or less. See if you can read the ads.

Use the Key to Apartment Ad Abbreviations *on page 38 to look up abbreviations you are not sure of. Next to each abbreviation under the ad, write in the word it stands for. If you do not understand the word, look it up in a dictionary. Then read the information and answer the questions next to the ad.*

37

Key To Apartment Ad Abbreviations

AEK	All Electric Kitchen
apt	apartment
ba	bath
beaut	beautiful
bet, betw	between
bdrm, bedrm br, BR	bedroom
bldg	building
blk	block
cpts	carpets
dec, decor	decorated (DEK ə rayt əd)
dep	deposit (di PAZ ət)
drps	drapes
dry	dryer
d/wshr	dishwasher
dwtn	downtown
elev	elevator (EL ə vayt ər)
flrs	floors
frig	refrigerator (ri FRIJ ə rayt ər)
frpl	fireplace
gar	garage (gə RAJ)
gard, gdn	garden
gd loc	good location (loh KAY shən)
hdwd, hdw	hardwood
inc, incl	included (in KLOOD əd)
jr	junior (JOO nyər)
kit/ba	kitchen and bath
lge	large
lndry	laundry (LAWN dree)
mod	modern (MAHD ərn)
nr	near
nu	new
nudec	newly decorated (DEK ə rayt əd)
pk	park
prkg	parking
refrig	refrigerator (ri FRIG ə rayt ər)
refs	references (REF ə rəns əs)
remod	remodeled (ree MAHD əld)
renov	renovated (REN ə vayt əd)
rm	room
rms	rooms
sec	security (si KYOOR ət ee)
spac	spacious (SPAY shəs)
stu	studio (STYOOD ee oh)
utils	utilities (yoo TIL ət eez)
workg frpl	working fireplace
wshr/dry	washer and dryer
VW, vw	view
w/	with
w/w	wall to wall
yd	yard

38

Ad A

$125 1 BR, Stv. Refrig. No pets 626-3089 betw. 3-8 pm

BR _____
Stv _____
Refrig _____
betw _____

Most apartments come with a stove and a refrigerator, but many do not. Many landlords do not allow tenants (TEN ənts) to have pets. (Tenants are people who rent apartments.)

1. Does this apartment come with a stove and a refrigerator?
   ☐ Yes ☐ No
2. Does this landlord allow pets?
   ☐ Yes ☐ No
3. What time should people call if they are interested in this apartment? _____

Ad B

$130 Lg sunny stu. Stv/frig. incl. util. 286-0957

lg _____
stu _____
stv _____
frig _____
incl _____
util _____

Most studio apartments have one large room, a bathroom, and a small kitchen or cooking area. Some studios have a small sleeping area that can be closed off.

Sometimes rent includes the cost of utilities (yoo TIL ət eez). Gas and electricity are utilities.

1. Does this apartment have a separate, full-sized bedroom?
   ☐ Yes ☐ No
2. Does it have a stove and refrigerator?
   ☐ Yes ☐ No
3. Are utilities included in the rent?
   ☐ Yes ☐ No

Ad C

$150 3 Rms. nu decor. hdw. flrs. d/wshr stv/frig 416 25 Ave. 426-8975

rms _____
nu _____
decor _____
hdw _____
flrs _____
d/wshr _____

A three-room apartment may have a separate bedroom. Or it may be a studio with a full-sized kitchen.

Notice that some ads give an address but many do not. If there is no address you have to call to find out where the apartment is.

Newly decorated (DEK ə rayt əd) means the apartment has just been painted. It may also mean that the floors have been sanded and/or polished.

1. What kind of floors does this apartment have?

   _____

2. If you hate to wash dishes, why might you like this apartment?

   _____

39

Ad D

$155 1 bedrm. gdn. apt. cpts. nu kit. 683-4297

bedrm _____
gdn _____
apt _____
cpts _____
kit _____

A one-bedroom apartment usually has a separate bedroom, a bathroom, and a living room. It may have a full-sized kitchen or just a cooking area. It may have a small dining area.

A garden apartment usually is in a low building and may look out on a yard, lawn, or garden.

1. Does this apartment come with carpets?
   ☐ Yes ☐ No
2. Which abbreviations tell you that this apartment probably has a new stove and refrigerator?

   _____

Ad E

$160 1 bedr. stv/frig. cpts. sec. dep. & refs. nr. 4th/Main 686-4000

bedr _____
sec _____
dep _____
refs _____
nr _____

Many landlords want a security (si KYOOR ət ee) deposit (di PAZ ət). This is usually one full month's rent that you pay before you move in, along with the first month's rent.

The landlord may keep the security deposit only if you do not pay your rent. Otherwise, you get the money back when you move out—less the cost of any damage you may have done to the apartment.

Some landlords ask for references (REF ə rəns əs). Usually these landlords want to know the names of people they can check with to see if you are working, if you pay your bills, and if you behave well.

1. This apartment is near the corner of what two streets?

   _____

2. How much money would you have to give the landlord before you could move into this apartment? (One months rent plus one month's security deposit.)
   $160 + $160 = _____

Ad F

$165 1 BR hdw. flrs. wrkg. frpl. & steam heat No pets refs. 221-2100

wrkg _____

frpl _____

Some apartments, especially in older houses, have fireplaces. But the fireplaces do not always work.

Most rent fees for apartments include heat. But this is not always so. Be sure to check before taking an apartment, because heat can be very costly.

1. What kind of heat does this apartment have?

   _____

2. Does the ad say that the fireplace works?

   ☐ Yes ☐ No

Ad G

$170 Near Park 2BR 4 rms, pet. yd. Fee Agent 832-9832

yd _____

Study this ad carefully.

1. What is the apartment near?

   _____

2. How many bedrooms does it have?

   _____

3. How much is the rent?

   _____

4. Are pets allowed?

   ☐ Yes ☐ No

5. Does the place have a yard?

   ☐ Yes ☐ No

6. Who has placed this ad—an owner or an agent?

   _____

Ads like this are called "come ons." The ad *may* be true. On the other hand, when you call the agent, he or she may say, "Oh, I'm sorry. That apartment has been taken. But we have many other apartments that may interest you." Trouble is, the other apartments may cost more and offer less. By the way, agents usually get a fee for their service.

Ad H

$170 1 BR, AEK, drps, w/w cpts, lndry., elev. No pets 564-6879

AEK _____

drps _____

w/w _____

lndry _____

elev _____

Many large apartment houses have laundry (LAWN dree) rooms. The laundry rooms have coin-operated washing machines and dryers. These machines are usually cheaper to use than the machines in laundromats.

1. Which abbreviation tells that this apartment has an electric stove?

_____

2. Which abbreviation tells that the house is at least several stories high?

_____

Ad I

$170 4 rm gdn. apt. cpts. gar. 682-0298

rm _____

gar _____

Some apartment houses have garages. The rent listed for the apartment may include the use of the garage. But often there is an extra charge for the use of the garage. This may range from $10 a month extra to more than $50 a month.

1. Which abbreviation tells that this apartment is on or close to ground level?

_____

2. Which abbreviation tells that there is a place to park a car?

_____

Ad J

$175 lg. 2 Bdrm, w/w cpts, Mod kit/ba, Draw drps, prkg. 801 Sullivan Ring manager

mod _____

ba _____

prkg _____

Some large apartment houses have a manager who lives in one of the apartments. The manager takes care of the building. He or she also shows apartments to people who may want to rent them.

1. Which abbreviation tells that the apartment probably has new sinks, a new shower or bathtub, a new stove, and a new refrigerator?

_____

2. What kind of carpets does the apartment have?

_____

3. What kind of drapes does it have?

_____

4. Which abbreviation tells about the sizes of the bedrooms?

_____

Ad K

$175 1 BR Newly dec. gd. loc. w/w cpt. stv/frig Utils. inc. Bigtown Realty 827-8760

dec _____
gd _____
loc _____
cpt _____
utils _____
inc _____

Here is another ad placed by a real estate agency. It might be worth looking into if a good location is important to you. Agencies do often have choice apartments to rent. Sometimes the owner of the apartment house pays the agency's fee.

1. Which word and abbreviation tell that this apartment was recently painted?

_____

2. Which abbreviations tell that gas and electricity are included in the rent?

_____

Ad L

$180 Garden Type 3½ rms cpts, drps., AEK, Eastlake

A 3½ room apartment usually includes one bedroom, a living room, a bathroom, and a small cooking and dining area.

Sometimes an ad will tell the neighborhood that the apartment is located in.

1. What is the name of the neighborhood where this apartment is located?

_____

2. Which words tell that this apartment is in a low building?

_____

Ad M

$180 1BR nu renov. Sunny 1 blk from pk. gar. avail. Small pet OK 766-8723

renov _____
blk _____
pk _____
avail _____

In many towns and cities people are fixing up and renovating (REN ə vayt ing) old buildings. *Renovating* means fixing up something old so that it is good as new. In the case of old houses, people put in new plumbing, new wiring, new fixtures, etc. They paint and plaster. But they often try to keep the old-fashioned look of the building.

1. Which abbreviations tell that the apartment has just been fixed up?

_____

2. How far from the park is this apartment?

_____

3. Which abbreviations tell that there is indoor space to park a car?

_____

4. What kinds of pets will the owner allow?

_____

Ad N

$180 Remod. 1 br in beaut. old dwtn. bldg. 873-9687

remod _____
br _____
beaut _____
dwtn _____
bldg _____

Remodeled (ree MAHD əld) may mean the same as renovated. But some *renovated* buildings have been fixed up like new, without changing their old-fashioned look. Whereas some *remodeled* buildings have been completely changed, inside and out, to make them look modern.

1. Which would you prefer?
   a. an old house that has been remodeled into a modern-looking house; or
   b. an old house that has been renovated without losing its old-fashioned look?
2. What do you think might be the good points of living downtown?

   _____

   _____

   The bad points?

   _____

   _____

Ad O

$180 Jr. 4 Vw! Gar. Nu bldg. Rltr. $20 fee 563-8724

jr _____
vw _____
rltr _____

A junior 4 usually includes a very small room that may be used as either a dining area or a sleeping area.

Realtor (REE əl tər) means the same as real estate agency. This one may charge a flat $20 fee for a list of apartments. The list is added to every day. As apartments are rented they are removed from the list.

The $20 fee may give you the right to pick up a new list everyday for a month. The list may have some choice apartments on it. But you have to act real fast to get them.

1. Why might some people rather live in a new building than in a renovated or remodeled one?

   _____

   _____

2. Which would you prefer?

   _____

Discussion

Read and discuss each of the apartment ads. Which apartments would be good for Lois and Maria? Why?

Which ones would you be interested in? Why?

What are some things you would want to know about each of the apartments before making up your mind? Do any of the ads seem like "come ons?" How can you tell?

44

Looking for Furnishings

Lois and Maria have found a place they like. Now they want to start furnishing it. Here are some ads they have cut out of their newspaper. *Use the ads to answer the questions below.*

1. *Look at the headings and the ads below the headings. Then look over the list of items below. Decide what heading each item belongs under. Write the number of that heading next to the item. The first is done for you.*

a. Dryer **120**
b. Rug _____
c. Chair _____
d. Sofa _____
e. TV set _____
f. Sewing machine ___
g. Stereo _____
h. Waterbed _____
i. Refrigerator _____
j. Vacuum cleaner ___

HOME 115 FURNISHINGS

BED, clark's chest frame. Kg. sz. 6 drws. very good cond. $60. 479-3850, 457-7874

BED, drssr. bkcase. tbl. Moving, make offer. 668-9354

BED Midwest king & 5 pc. dinette. After 5PM 921-1993

CARPET Cost + 10%. All brnds. Min. 50 yds. Dir. 457-5457

CHAIRS 4, oak antique. Reas. 282-4741; 239-2810, Elaine

DESK, sm. $20. 386-3467

DNG. SET smoke glass & chrome bst. ofr. Jean 584-0746

MATT. foam, box spg. queen + frame $125. 648-2285

MATTRESS singles $49, doubles $51. Free delivery. 1370 Sutter nr. Van Ness, dlr.

POLAR bear chrs. $25 ea. cart $50, desk $40. 583-0326

RUG Oriental $375 873-5287

SOFA, chair w/ott. D.R. tbl w/6 chrs. 752-6089

SOFABED & Chair $135. Sofa/Loveseat $189. Free del. 1370 Sutter nr. Van Ness Dlr.

WATERBED Grand Bahama, heater, vibrator, satin sheets, quilt. Retail $1200, 2 mo. old, will sell $750. 521-1586.

WATRBD. Dbl. $90 or trade for bed + cash. 661-6878.

120 HOME APPLIANCES

DRYER MAYTAG $75. 530-2376

DSHWSHR. GE prtbl. $100. Washer/dryer $60 ea. 661-5260

FREEZER 19' Upright. Never used. $250, 333-0568

RANGE Hotpoint elec. green, like new, w/blk. glass & fan, $475. 334-2084

REFRIG. Coldspot, no frost $150; Washer $50. 824-0693

SEW. Mach. Sing. 774 w/cab. Spec. feat. $300. 685-1761

VACUUM Cleaners-Hoover, Eureka, Electrolux, Kirby, $15 SF 115 Clement 752-7770

WASH & dryer, elect. stack, water saver. $250 654-4311

WSHR/DRYR. 1½ yrs. gd. cond. $300 756-9661 eve.

125 TV RADIO HI-FI

ANY KENWOOD RECEIVER 15% over cost. Sealed cartons. Warranty. dlr 383-1071 or (707) 526-2045

ZENITH Circle of Sound stereo. Good cond. $135. Sherry, 362-2962, Monday thru Friday 9 to 5 pm.

COLOR TV SALE
21" $69.95 25" $120
862 Valencia 10-9 647-3201

TV Sears 19" port. color w/stand, exc. $275. 697-3492.

ALL Marantz Recvrs at cost fr. $155 to $499 dlr. 673-4172

25" color beautiful $150. B/W UHF nice $50 431-9274

21" color UHF old but top quality. First $100 431-9274

2. *Here are four of the ads that appear above. Take a close look. Circle each abbreviation. Write the abbreviation next to the word you think it stands for. Then answer the questions.*

1. Which word tells why this person is selling some furniture?

_____

2. Which words tell that the owner may accept any amount we are willing to pay?

_____

BED, drssr, bkcase, tbl, Moving. Make offer. 664-8724

Ad A

table _____
bookcase _____
dresser _____

45

Ad B

SOFA, chair w/ott., D.R. tbl. w/6 chrs. 751-9354

dining room _____
with _____
chairs _____
ottoman _____
table _____

1. Which word do you think means *an overstuffed footstool?*

   _____

2. Suppose you need one or more of these items. What would you ask the owner over the telephone, before taking the trouble to go see the furniture?

   _____

   _____

Ad C

SEW. Mach. Sing. 774 w/cab. Spec. feat. $300 685-1761

Singer _____
special _____
machine _____
features _____
sewing _____
with _____
cabinet _____

1. What is the brand name of this sewing machine?

   _____

2. What is the model number?

   _____

3. What comes with the machine?

   _____

   _____

Ad D

TV Sony 19" port. color w/stand, exc. $275 799-3942

inch _____
with _____
excellent _____
portable _____
television _____

1. What size screen does this set have?

   _____

2. What is the brand name of this TV set?

   _____

3. What comes with the TV set?

   _____

4. What is the condition of the TV set?

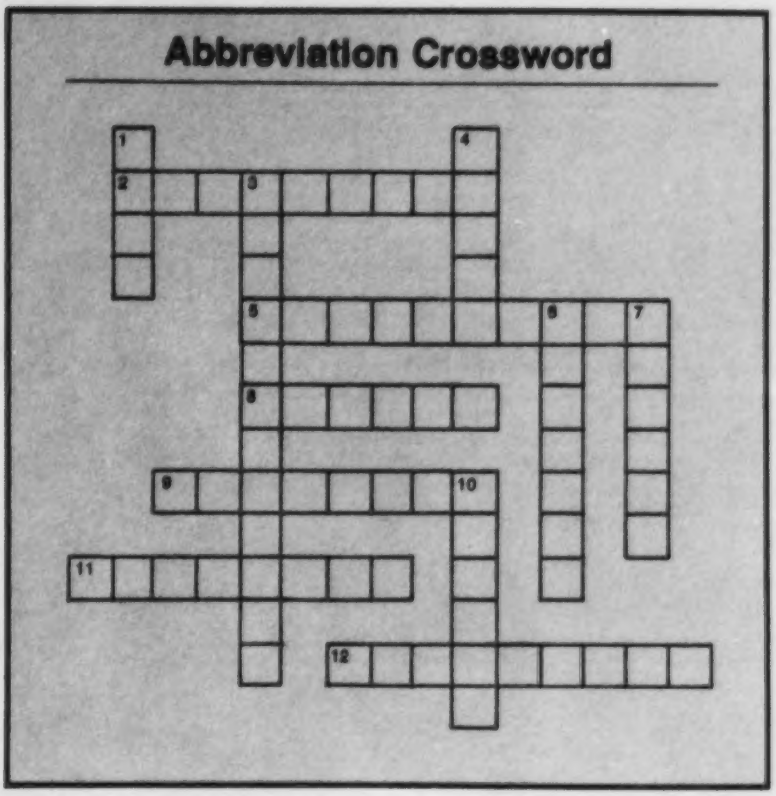
   _____

46

PRACTICE PAGE

The clues for this crossword are the abbreviations of the words that make up the crossword.

Abbreviation Crossword



Across
2. apt.
5. refs.
8. gar.
9. hdwd.
11. loc.
12. frpl.

Down
1. ba.
3. frig.
4. stv.
6. cpts.
7. stu.
10. drps.

Missing Vowels

Each of the words below is missing one or more vowels (a, e, i, o, u). Fill in the vowels to find out the words. (Check page 38 if you need some help).

bdrm bedroom
bldg _____
dcrtd _____
drps _____
dpst _____
elvtr _____
flrs _____
grdn _____
ktchn _____
lndry _____
mdrn _____
rmdld _____
rnvtd _____
scrty _____
utlts _____
wshr _____

47

unit 6

Looking for Wheels

Lou and Dave are talking about buying a set of wheels. Dave says, "I want a van, man. When you've got a van you've got a home away from home."

"Yeah," says Lou. "But it takes more bread than we have to buy a van."

"Listen, I don't mean a new one! We can get an old one and fix it up ourselves."

"Yeah . . . Well that sounds good, but even an old one costs a lot."

"How do you know? You been looking?"

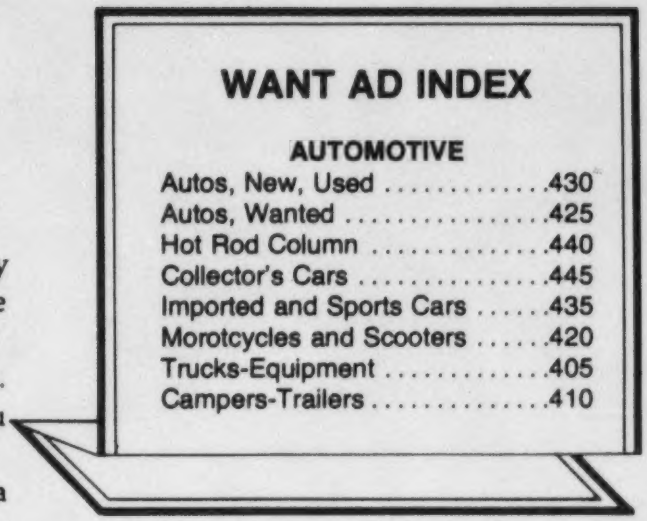
"Well . . . No. But I have an idea how we can find out real quick. Come on."

Lou takes Dave to see Lois and Maria. He borrows a copy of the *Bigtown Daily News*. Lou looks for Want Ads in the front-page index. He sees:

Shipping News 37
Want Ads 37-42
Weather 58

Lou turns to the Want Ads on page _____.

"Man, you already have a job!" Dave says. "What do you want with the Want Ads?"



"Hush up, fool," Lou answers. "They have ads about wheels in here too. So just be cool and let me look at this Want Ad index."

Lou looks down the list. "Shoot," he says. "They don't have a listing for vans." Lou puts down the paper.

"How about looking under trucks?" Maria asks. She picks up the paper and looks for heading number _____ .

Maria looks down the list. She spots an ad for a van. She shouts, "Look here you guys. Here's just what you are looking for—CB radio, rugs, tape deck . . ."

Well, if you read page 6, you know the rest of that story. By the way, the boys finally bought a van from Fun Time Vans.

On the next few pages you will find more van ads from Maria's newspaper. See if you can read them.

Work on one ad at a time. First, try to guess what the abbreviations stand for. Then look for the abbreviations in the Key To Automotive Abbreviations *on page 50. As you find each abbreviation, write the word it stands for on the proper line below the ad. If you do not understand the word, look it up in a dictionary.*

49

Key to Automotive Abbreviations

AC	air conditioning (kən DISH ə ning)
aft	after
air	air conditioning
AM/FM	radio with AM and FM reception (ri SEP shən)
A/T	automatic transmission (awt ə MAT ik tranz MISH ən)
auto	automatic transmission
avail	available (ə VAY lə bəl)
bo	best offer
CB	citizens (SIT ə zənz) band radio
Chev, Chevy	Chevrolet
cond	condition
cpt	carpet
cust	custom (KəS təm); customized (KəS tə myzd)
cyl	cylinder (SIL ən dər)
Dod	Dodge
eng	engine
ev	evenings
exc	excellent
fin	financing (fə NANS ing)
gd	good
immac	immaculate (im AK yə lət)
int	interior (in TIHR ee ər)
K	thousand (12K = 12,000)
lo	low
mags	magnesium (mag NEE zee əm) alloy wheels
mech	mechanically (mi KAN i kəl ee)
mpg	miles per gallon
nu	new
ofr	offer
ownr	owner
pan	paneling, paneled
pass	passenger
paymts	payments
PB	power brakes
PS	power steering
pwr	power
R/H	radio and heater
reas	reasonable (REEZ ə nə bəl)
snc	synchromesh (SIN krə mesh)
sp	speed
ss	standard shift
T	ton (½T = half ton)
V 8	V-shaped engine with 8 cylinders
w/	with
warr	warranty (WAHR ənt ee)
x	excellent
whl	wheel
xtras	extras

50

Ad A

CHEVY '76. C20 Van, Auto, PS, PB, Fully custom. AC Tape. $6,800. 451-6407

CHEVY _____

Auto _____

PS _____

PB _____

AC _____

"Fully customized" means that the inside of the van and perhaps the outside painting have been designed by the owner.

1. Which three abbreviations tell about things that make this van easy to shift, to steer, and to stop?

   _____

2. Why might this van be good for hot weather driving?

   _____

Ad B

CHEV '75 6 window Van. V8, Air, PS, PB, Loaded. Must see. $4950 991-3287

CHEV _____

V8 _____

Air _____

"Loaded. Must see." means the van has all kinds of extras that must be seen to be believed.

1. What is the brand name of this van? (The full name, not the abbreviation.)

   _____

2. What year was this van built?

   _____

3. Why might this be a good van for sightseeing?

   _____

Ad C

CHEV '75 ½ T Van, exc. cond. Cedar pan. int. 3 sp. V8, 16 mpg. $4100 653-2423

½ T. _____

exc. _____

cond. _____

pan. _____

int. _____

sp. _____

mpg _____

Ads will often give the condition of the van or other vehicle. But no matter what the ad or owner says, it is always a good idea to have a used vehicle checked out by a good mechanic before you buy it.

1. How much weight can this van carry?

   _____

2. How many miles can this van go on a gallon of gas?

   _____

3. What is the condition of this van, according to the ad?

   _____

Ad D

CHEV '75 van ½ T. 350 V8, cust. in/out w/CB & stereo. 24,000 mi. $5500. 383-5099

cust. _____

w/ _____

CB _____

mi _____

1. What kind of radio equipment does this van have?

_____

_____

2. How many miles has the van been driven?

_____

3. This van is "customized" inside and out. What do you think that means?

_____

_____

_____

Ad E

CHEV '75. SS. ½T. 12 K mi $4200 /ofr. 667-1129

SS _____

12K _____

ofr _____

Sometimes people give the price they would like to get. But if they can't get that price they are willing to take the best or highest offer they get. So *$4200/ofr.* means "I am asking for $4200. But if nobody will pay that much I will take the highest amount I am offered."

1. What kind of shift does this van have?

_____

2. How many miles has it been driven?

_____

Ad F

CORVAIR Van, restored, nu upholstery, paint, & radials. Mech. exc. $2250. 453-3001

nu _____

mech _____

exc _____

Radial tires give better gas mileage and better road handling than other tires. But make sure all four tires are radials.

1. Which word tells that this is an older van that has been fixed up?

_____

2. What is the mechanical condition of the van, according to the ad?

_____

Ad G

DOD '69 Van, 1 ownr, X-cond. $2100. 468-5638

DOD _____
ownr _____
X-cond. _____

1. What is the brand name of this van?

2. How many people have owned this van since it was new?

3. In what year was the van built?

4. What are some things you would want to know about this van before buying it?

Ad H

DODGE '72 VAN 12 pass. Sportsman Royal. V8, auto, pwr, air, R/H. Immac. cond. Warr. avail. Must sell, cash, trade or low paymts w/100% Fin. avail.
Bigtown Auto Sales,
540 Delmar 643-8997

pass. _____
pwr _____
R/H _____
immac _____
warr _____
avail _____
paymts _____
fin _____

A *warranty* is a written statement from an auto dealer. The dealer promises to make certain repairs or replace certain parts if necessary.

100% financing means that the dealer can help you get a loan to pay for the van.

This kind of ad is known as a "come on." It promises all kinds of good things. If you ever answer an ad like this, make sure you have somebody with you who knows what to look for and how to hold off fast-talking, pushy salespersons.

Before you ever sign any kind of payment plan, make sure you have someone look it over—someone who understands what to look for.

1. What are some clues that this ad is a "come on?"

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Ad I

DODGE Van '72 AM/FM, new brakes, radials, economical. Exc. cond. Reas. 255-3389

AM/FM _____

reas _____

Economical (ek ə NAHM i kəl) means the van does not cost much to run. *Reasonable* means the van would not cost much to buy. The owner of this van is looking to attract people who do not have much to spend.

1. What kind of tires does the van have?

_____

2. What kind of radio does it have?

_____

3. What condition does the owner say the van is in?

_____

Ad J

DOD '73 van. B200. 360 eng. 127" whl. base. AC, cust int. w/stereo. Mags. Super clean. $3950 897-5782

eng. _____

whl. _____

mags _____

B200 is the model number. *360* is the size of the engine in cubic inches. *Wheelbase* is the distance from the center of the front wheels to the center of the rear wheels.

1. How long is the wheel base of this van?

_____

2. About how many feet is that?

_____

Ad K

DOD '71 van B200, 6 cyl, 76,000 mi., yellow, clean, 5 nu radials. $1850 bo. 525-9965

cyl _____

bo _____

1. What is the model number of this van?

_____

2. How many cylinders does the engine have?

_____

3. What color is the van?

_____

4. How much is the owner asking for this van?

_____

5. How can you tell the owner may accept less?

_____

Discussion

Discuss in class the different features offered in each ad, such as custom interiors, AM/FM radio, power brakes, and so on.

Compare features and prices. Which ads seem to be offering good buys? Which of the vans seem to be best for two young men like Lou and Dave who have lots of mechanical skills but little money? Which of the vans would you like to own?

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PRACTICE PAGE

Missing Ink

All the words and terms below have to do with automobiles. To find out what the words are, fill in the missing lines and curves. Later, discuss the meaning of the words in class. All the words appear in the list on page 50.

AIP CON DITIC NII IC
AL TUM ATIC TRANSMISSION
AVAII ABI E
CHILDI'S PANI PAI IO
CC I II IIIION
CUSTOMIZED
CYLINDER
FINANCING
IMMACULATE
INJECTION
MECHANICALLY
PEASOI IABI E
STANI ABI STIIIT
WARRANTY

Hidden Abbreviations

The puzzle below contains all *the abbreviations listed on page 50. How many can you find?*

Look up, down, across, and on a slant. Some abbreviations overlap and some short ones (EV) are part of longer ones (CHEVY).

If you find 40-49 abbreviations, you are fantastic. If you find 30-39, you are doing great. If you find from 20-30 you are doing O.K.

W A R R E X T R A S V P
H O F C B O W N R H G A
L N O A C F M N Y X N Y
S P I M M A C U S T E M
P A N E P G O N K Q X T
A F T C G S N C Y U C S
V A I H P B D O D G D R
T I V N W T C H E V Y B
O R T A R A V A I L S O
C Y L F I A U T O P S Z
M R E A S N M A G S A D
X P A S S P W R A P A N

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unit 7

Writing Want Ads

Now that you know how to read want ads you should be able to write them. Most newspapers will help you write a want ad if you want to put one in their paper. But you can probably write one just as good yourself—*and maybe even better!*

See what you can do on the next few pages. Write some ads about things you know a lot about. For example, you can write an ad about your own bicycle, motorcycle, or car; or about your family's apartment or house; or about anything else you know well. On the other hand, if you like to use your imagination, dream up some things to write ads about.

Decide what you want to say in your ad. Remember, you want to keep your ad short. So don't use more than 3 lines.

Write four or five words on a line. Make sure you include a phone number or address.

After you have written all you want to say, see how you can shorten your ad. What words can you leave out? What words can you abbreviate?

Write the ad two or three times until you are sure you have written the best ad you can write. Then ask a friend to read it. Ask your friend:

- Is my ad easy to read?
- Does my ad tell enough?
- Would my ad interest someone who was looking for what the ad offers?

Here is a sample of an ad you might write for the Jobs Wanted section of the want ads.

MOTHER's helper. 16 year old high school student will take care of children and help with housework. Call 245-8897

stdnt. hlpr. yr. H.S.
MOTHER'S helper. 16 year old high school student will take care of children and help with housework. Call 245-8897
w/ hswk. childrn. hlp.

MOTHER'S hlpr. 16 yr. old H.S. stdnt. Take care childrn. Hlp. w/hswk. Call 245-8897

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Writing a Job-Wanted Ad

Pretend you want a job. You are going to place your ad in the Job Wanted section of your local newspaper.

Writing a Selling Ad

Pretend you have something you want to sell.

Writing an Apartment Ad

Pretend you have an apartment to rent.

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Writing a Lost & Found Ad

Pretend you have lost something that is very important to you.

Writing a Public Event Notice

Pretend you want to tell people about a special meeting, a bake sale, a fair, a dance, or some other special event that will be open to the public.

Writing a Personal Notice

Pretend you want to place a message that you hope someone special will see.

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unit 8

Using Your Local Newspaper

Now it is time to get to know the want ads in your local newspaper. *You will need a copy of your local paper to answer the questions below.*

Finding the Want Ads

1. Does your local newspaper have an index that tells you where to turn for comics, TV, weather, etc.?
   ☐ Yes ☐ No
2. If your paper has such an index, does it tell you where to find the classified or want ads?
   ☐ Yes ☐ No
3. What page do the Want Ads start on in your copy of your local newspaper?
   Page _____
4. Does the Want Ad section of your newspaper have an index?
   ☐ Yes ☐ No
5. If the Want Ad section of your newspaper does have an index, what number is listed for ads about . . . ?
   a. Apartments for Rent _____
   b. Motorcycles for Sale _____
   c. Lost and Found _____
   d. Help Wanted _____
   e. Jobs Wanted _____
   f. Services _____
   g. Notices _____
   h. Personals _____
6. Does your newspaper list any of its ads in alphabetical order?
   ☐ Yes ☐ No
7. If your answer was *yes,* what are some of the kinds of ads that your paper lists in alphabetical order?
   _____
   _____
   _____
8. Does your newspaper list any of its ads in numerical order?
   ☐ Yes ☐ No
9. If your answer was *yes,* what are some of the kinds of ads that your paper lists in numerical order?
   _____
   _____
   _____

Reading the Want Ads

1. *Find 2 ads that* sell *something. Copy each of the ads on the lines below. (Or cut them out and paste them in.)*
   a. _____
   _____
   _____
   _____
   b. _____
   _____
   _____
   _____

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2. *Find 2 ads that offer some kind of* service. *Copy each of the ads on the lines below. (Or cut them out and paste them in.)*

a. _____

_____

_____

_____

b. _____

_____

_____

3. *Find 2 ads that tell about something* lost or found. *Copy each of the ads on the lines below. (Or cut them out and paste them in.)*

a. _____

_____

_____

_____

b. _____

_____

_____

_____

4. *Find 2 ads that offer* jobs *(Help Wanted). Copy each ad on the lines below. (Or cut them out and paste them in.)*

a. _____

_____

_____

_____

b. _____

_____

_____

_____

5. *Find 2 ads that ask for jobs* (Jobs Wanted). *Copy each ad on the lines below. (Or cut them out and paste them in.)*

a. _____

_____

_____

_____

b. _____

_____

_____

_____

6. *Find 2* notices, *one public and one personal. Copy each notice on the lines below. (Or cut them out and paste them in.)*

a. _____

_____

_____

_____

b. _____

_____

_____

_____

60

Figuring Cost

The cost of a Want Ad depends on two things:

1. how many lines the ad has, and
2. how many days the ad is printed.

Most newspapers charge less per day if the ad is printed for seven days or more. For example, here are the rates charged by the *Bigtown Daily News*.

Rates for Want Ads

1. If you run your ad for less than seven days, the charge for a 3-line ad is:
   $3.45 per day
2. If you run your ad for seven days, the charge for a 3-line ad is:
   $2.25 per day

Your newspaper may have different rates. *But use the rates above to answer the following questions.*

1. You want to run a Job Wanted ad for only three days.
   a. Which rate would apply?
   $3.45 per day $2.25 per day
   b. How much would the ad cost?

$$\begin{array}{r} \$ \\ \times \quad 3 \\ \hline \$ \end{array}$$

2. You want to see if someone has found something you lost. You are going to run an ad in the Lost and Found column for seven days.
   a. Which rate would apply?
   $3.45 per day $2.25 per day
   b. How much would the ad cost?

$$\begin{array}{r} \$ \\ \times \quad 7 \\ \hline \$ \end{array}$$

61

Some newspapers have a special rate for merchandise that sells for less than $500—if you run the ad for seven days. For example, if you wanted to place an ad for a bike that would sell for $45, the charge for a 3-line ad would be:

$1.00 per day.

How much would the ad be for one week?

$1.00
× 7

$

Rates in Your Newspaper

Find out what the rates are for your local newspaper. You can call and ask them. Sometimes the rates are printed at the beginning of the want ad section.

Newspapers need time to prepare your ad. So if you ever want to put an ad in a paper, be sure to find how much time they need. That way you will be sure the ad will appear on the date you want it to appear.

CHECKPOINT

Choose the words from the Word Bank that best complete each sentence. Write the words in the spaces where they belong. Two words will be left over.

Word Bank

dollars days $500 $5000
lines prepare count

1. The cost of a want ad depends on the number of _____ in the ad and the number of _____ the ad runs.
2. Some newspapers have special rates for merchandise that will sell for less than _____ .
3. If you want an ad to start on a certain day, you should find out how long the newspaper needs to _____ your ad.

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Guide to Phonetic Respellings

The table below explains how to say all the letters you will find in the respellings. One of the letters you will see very often looks like a backward *e*. It is called a schwa (SHWAH) and looks like this — ə.

A schwa has a very weak sound, almost like *uh*. You say it the way you say the:

- *a* in *a*bout (ə BOWT),
- the *e* in it*e*m (IGH təm),
- the *o* in gall*o*p (GAL əp),
- the *u* in circ*u*s (SIR kəs).

If there is more than one syllable in a word, accent the syllable that is respelled with capital letters. For example, if we respell *example* it looks like this: (ig ZAM pəl).

1. Which syllable do you accent?
2. Which syllable has a schwa sound?

If you see this . . .	say it the way you say the . . .	in . . .
(a)	a	pat
(ah)	a	ma
(ai)	ai	fair
(aw)	aw	paw
(ay)	ay	day
(b)	b	bat
(ch)	ch	chair
(d)	d	dot
(e)	e	set
(ee)	ee	see
(ehr)	err	merry
(er)	er	fern
(ear)	ear	fear
(f)	f	far
(g)	g	gag
(h)	h	hop
(hw)	wh	where
(i)	i	sit
(igh)	igh	high
(j)	j	job
(k)	k	kick
(ks)	x	six
(kw)	qu	quit
(l)	l	line
(m)	m	map
(n)	n	nap, sun
(ng)	ng	ring, singer
(o)	o	rot
(oh)	oa	coat

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If you see this . . .	say it the way you say the . . .	in . . .
(oi)	oi	boil
(oo)	u	rule
(or)	or	corner
(ow)	ow	tower
(p)	p	pup
(r)	r	roar
(s)	s	sat
(sh)	sh	shop
(ss)	ss	class
(t)	t and ed	topped
(th)	th	thank
(*th*)	th	that
(u)	u	put
(uh)	u	but
(v)	v	visit, five
(w)	w	wag
(y)	y	yes
	i	mile
(z)	z and s	zoos
(zh)	s	treasure
	ge	judge
(ə)	a	about

*All respellings are based on pronunciations found in *Webster's New Collegiate Dictionary*, 8th ed. (Springfield, Mass: G. & C. Merriam Co., 1974). Pronunciations may differ in your community or your geographic region.

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Teacher's Manual

Using the Want Ads

A Janus Survival Guide
By Wing Jew and Carol Tandy

- From the Authors, Overview 1
- Vocabulary List 2
- Teaching Suggestions 3
- Answer Key 3-4

FROM THE AUTHORS

We started out to write a book about want ads for students with reading problems. When we mentioned our project to colleagues, relatives, and friends, a common comment we heard was, "Say . . . I'd like to see that when it's done. I could use some help reading the want ads myself!"

Well, we continued to keep in mind the special needs of students with reading problems, but we think that *Using the Want Ads* will prove useful to anyone who wants to find a job, an apartment, home furnishings, or a used vehicle; or who in some other way wants to make use of newspaper want ads.

To make the reading and the learning easier, we have used a larger type-size for our want ads than is commonly found in newspapers. Still, the wording of the ads (including common omissions and abbreviations) is exactly as it might be found in a large metropolitan newspaper.

In addition to helping students learn how to read want ads, we wished to help them improve their general reading skills as well. To this end we have included phonetic respellings of difficult words, with a two-page guide to the respellings. And we have included exercises and word games to help students master the new vocabulary introduced in the book.

OVERVIEW

Unit 1: What Are Want Ads?

MAIN IDEAS

- Want ads are messages between buyers and sellers, employers and job seekers, and others who use newspapers as a means of communicating with one another.
- The eight kinds of ads that may prove most useful to you are: Help Wanted, Job Wanted, Things for Sale, Places for Rent, Lost and Found, Services, Notices, and Personals.
- Ads cost money. The more space they take, the more they cost. People save money by saving space. They save space by leaving out some words and abbreviating others.

EXERCISES AND GAMES

Students are given practice in reading abbreviations and spotting omissions.

Unit 2: Finding Want Ads

MAIN IDEAS

- Newspapers with large numbers of ads classify their ads. This means they group similar kinds of ads under common headings.
- Groups of ads are often numbered and arranged in numerical order.
- A Want Ad Index helps you locate the group of ads that interests you and a Front-page Index helps you locate the Want Ad section.

EXERCISES AND GAMES

Students are given practice in reading indexes and in matching new vocabulary words with their pronunciations and definitions.

Unit 3: Letting the Alphabet Help

MAIN IDEAS

- When there are many ads in a group of ads, the ads may be listed in alphabetical order.
- If there are many ads that begin with the same letter, the alphabetizing extends to the second letter, the third letter, and so on.
- Sometimes, ads are listed in numerical order. For example, cars may be listed by year of manufacture and apartments may be listed by amount of rent.

EXERCISES AND GAMES

Students are given practice in alphabetizing, in placing things in numerical order, and in matching new vocabulary words with their pronunciations and definitions.

Unit 4: Looking for a Job

MAIN IDEAS

- Indexes and knowledge of the alphabet can help you locate the help-wanted ads that might interest you.
- Some kinds of work are listed under more than one job title.
- Ads give only limited information about job openings. You have to guess or find out the information not given.
- Ads can sometimes be intentionally misleading.

EXERCISES AND GAMES

Students are given practice in reading and interpreting help-wanted ads, with the help of a Key To Help-Wanted Abbreviations (p. 28). A matching exercise, crossword puzzle, and hidden-word game help reinforce mastery of new vocabulary.

Unit 5: Looking for an Apartment

MAIN IDEA

- Apartment ads may include information about rent, number of rooms, type of building, location, renovations, remodeling, decoration, appliances and other features available, parking facilities, deposit and/or reference requirements, and pets.
- Home-furnishings ads can help you find good used items with which to furnish your apartment.

EXERCISES AND GAMES

Students are given practice in reading and interpreting apartment and home-furnishings ads, with the aid of a Key to Apartment Ad Abbreviations (p. 38). A crossword puzzle and missing-vowel exercise help students to master new vocabulary.

Unit 6: Looking for Wheels

MAIN IDEAS

- Van ads (as well as other automotive ads) may provide information about brand name, year of make, number of cylinders, size of engine, weight of vehicle, wheelbase, gas mileage, miles driven, condition of vehicle, kind of tires, kind of radio and other equipment, price, warranties, financing, and other matters of concern to a buyer.

EXERCISES AND GAMES

Students are given practice in reading and interpreting van ads, with the help of a Key to Automotive Abbreviations (p. 50). A missing-ink puzzle and hidden-abbreviation game help students to master new vocabulary.

Unit 7: Writing and Placing Want Ads

- With simple directions and samples to serve as guides, students are asked to write their own ads for each of the following categories: Job-Wanted, Selling, Apartment, Lost & Found, Public Event, Personal.

Unit 8: Using Your Local Paper

- Students are lead to discover the Want Ad section of their local newspaper. (Students will need a copy of one or more local papers. Newspapers will probably be happy to provide you with the copies you need, if you explain to them the purpose.) Questions deal with finding the want ads and reading them. In addition, students are introduced to the concept of a rate structure based on the length of an ad and number of days it is to appear.

VOCABULARY LIST

Each of the following words is followed by a phonetic respelling the first time it appears in the text of *Using the Want Ads*. (Words in the lists on pp. 28, 38, and 50 are not included here.) Exercises, crosswords, and hidden-word games are included in the text to help students master these words. For further mastery, encourage students to use the words in spoken and written sentences.

Word	Page
detective	10
clues	10
abbreviate	10
furniture	13
classifying	13
classified	13
index	14
section	15
subject	16
EMPLOYMENT	16
MERCHANDISE	16
ANNOUNCEMENTS	16
alphabet	19
alphabetical	19
numerical	23
active	25
attendant	25
title	27
located	29
agency	30
resume	34
Alert	34
Mature	34
inclined	35
Salary	35
Commission	35
tenants	39
utilities	39
decorated	39
security	40
deposit	40
references	40
laundry	42
renovating	43
Remodeled	44
Realtor	44
economical	54

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TEACHING SUGGESTIONS

Reading Development

To further reinforce mastery of new vocabulary and aid the development of reading skills:

1. List new words on a chart as they are encountered in the reading. Call attention to the chart daily by saying," I am thinking of a word that means . . ." Have students try to guess and/or point to the word you mean. Students might also be asked to initiate the guessing.
2. Make a set of flash cards to use for drill and games.
3. Encourage students to make up sentences, stories, jokes, or poems that include the new words. They might enjoy making up games similar to the crosswords, hidden words, missing vowels, and missing letters in *Using the Want Ads.*

Furthering Skills and Understanding

1. Hold a periodic Sale and Swap Session. Precede the session with the printing of a Want Ad Sheet. Have students write ads for the sheet about things they want to sell at the Sale and Swap Session. The items may be things they no longer use or things they make (baked goods, crafted items). Appoint one or more editors to collate and classify the ads. Other students might type and duplicate the Want Ad Sheet.
2. Bring in and discuss local shoppers' guides containing want ads.
3. Visit the classified-ad office of a newspaper or have someone from the office visit your class.
4. Invite a consumer-protection expert to discuss the pitfalls students should beware of when using want ads. Someone from a placement agency and/or a personnel department might be able to give some good advice about using Help Wanted and Job Wanted ads.

ANSWER KEY

PAGE 6. radio, deck, rugs, couch, cooler

PAGE 7. Checkpoint. 1. newspapers 2. space 3. buy, sell 4. jobs 5. workers

PAGE 9. Checkpoint. 1.Help Wanted 2. Job Wanted 3. Things for Sale 4. Places for Rent 5. Lost and Found 6. Services 7. Notices 8. Personals

PAGE 10. Wordcheck. 1. (ə BREE vee ayt), to shorten words . . . 2. (KLOOZ), helpful hints 3. (di TEK tiv), person who tries to solve crimes

PAGE 11. 1. I, you, you, an, call 2. sitter, home, hour 3. typing, is, looking, for, call 4. high school, student, with, good, part-time, work 5. a, a month, road 6. four, rooms, with, view, all electric kitchen, wall to wall, carpets, apartment

PAGE 12. Reading Abbreviations. *COOKS HLPR:* Inch, hlpr, shft, st, wshr, dsh, rest, s, dnr, & *CHEV:* spd, reblt, brks, CHEV, cyl, eves, lo mi, PU, eng, gd *$170:* drps, w/w, bdrm, cpt, stv, frg, nr, stp, fpl, agt **Kinds of Ads.** *Left column:* 3, 2, 6, 5 *Right column:* 4, 8, 7, 1

PAGE 13. 1. Pets 2. Home Services 3. Help Wanted 4. Jobs Wanted 5. Houses for Sale 6. Lost & Found

PAGE 14. Numbered Groups. 100, 80, 120, 10, 90, 110 **Wordcheck.** 1. (KLAS ə fyd), arranged in groups 2. (FəR ni chər), tables, chairs, etc. 3. (IN deks), list of what is inside **Checkpoint.** 1. groups 2. classified 3. numbered 4. lower, higher

PAGE 15 Want Ad Index. 1. 50, 90, 150 2. Child Care, 60 3. Houses for Sale, 120; Houses for Rent, 130; Apartments for Rent, 140 4. 200, 160, 170, 190, 180 5. Child Care, Lost and Found, Personals, Pets

PAGE 16. 1. Pets, Rentals, Employment, Automotive, Announcements, Real Estate 2. 100, 125, 140 3. 65, 85, 30 **Checkpoint.** 1. T 2. F 3. T **Wordcheck.** 1. (ə NOWNS mənt), news about some event 2. (im PLOY mənt), work and jobs 3. (MəR chən dyz), goods for sale 4. (SEK shən), part of something 5. (SəB jikt), topic.

PAGE 18. 1. 11, 14, 20, 13, 15 2. 5 3. Television **Checkpoint.** 1. c 2. b

PAGE 19. 1. b 2. a 3. c

PAGE 20. *First Group:* chef, dishwasher, fry cook, salad maker, waiter *Second Group:* bookkeeper, clerk, messenger, secretary, typist *Third Group:* baker, beautician, bike clerk, box maker, bus driver *Fourth Group:* safety officer, salesperson, sample clerk, sandwich maker, sawmill worker

PAGE 21 Checkpoint. 1. alphabetical 2. second, third **Alphabetical Order.** Beagle, Collie, Chihuahua, German Shepherd

Page 22. *First Group:* Acoustic, Additions, Basement, Brick, Brickwork, Carpenter *Second Group:* Electrical, Electrician, Furniture, Garden, Gardener, Haul *Third Group:* Carpentry, Carpet, Cement, Ceramic, Clean, Draperies *Fourth group:* General, Hardwood, Hauling, House, Lite, Paint

PAGE 23. Numerical Order. 113, 132, 154, 164; Stores & Offices, Musical Instruments, Apartments **Checkpoint.** 1. numerical 2. higher **Wordcheck.** 1. (AL fə bet), set of letters 2. (al fə BET i kəl), in order by letter 3. (nyoo MEHR i kəl), in order by number

PAGE 24. '64 Chevelle, '73 Gran Torino, $120, $160 **Checkpoint.** 1. year 2. rent

PAGE 27. Checkpoint. service, salesperson

PAGE 29. AD A. 1. 1199 Sanchez Street 2. Yes 3. No, No, No 4. Visit the service station **AD B.** 1. 421-4114 2. No, No, No 3. Work at a service station 4. Call the station **AD C.** 1. full time, part time, 2. cash handling 3. Mon-Fri, 9-4 **AD D.** 1. Shifts vary 2. different hours of work are available 3. Monday, 8-12 4. Employer gives everyone the same chance, no matter what their sex, race, religion, or national origin **AD E.** 1. employment agency 2. many openings 3. some will train 4. all shifts 5. per month

PAGE 31. 1. (al fə BET i kəl), arranged by letter; (ə NOWNS

mənts), messages to the public; (ə PART mənts), places to live; (awt ə MOHT iv), cars, trucks, etc.; (BIZ nəs), store, company, etc.; (KLAS ə fighd), arranged in groups 2. (ej ə KAY shə nəl), helps people learn; (im PLOY mənt AY jən see), finds workers for jobs; (EE kwəl ahp ər TYOO nət ee), same chance for everyone; (ik SPIHR ee ənz), things you have done; (fə NAN chəl), having to do with money; (FUL TYM), about 40 hours a week 3. (FəR nish ingz), things for the home; (IN deks), tells where to find things; (in STRəK shen), lessons and courses; (LAWST AND FOWND), place to look for lost items; (mis ə LAY nee əs), mixed group of things; (NES ə sehr ee), must be done, must have 4. (NOHT ə sez), public messages (nyoo MEHR i kəl), arranged by number; (OHP ə ning), a job to be filled; (PART TYM), less than 40 hours a week; (PəHRS ə nəlz), personal messages; (REEəL is TAYT), land and buildings 5. (RENT əlz), places for rent; (SEK shən), part of something; (SəR vəs), helpful act; (SHIFT), work time (8-4, 4-12, etc.), (TRAYN), to teach skills

PAGE 32 Crossword. *Across:* 1. numerical 3. train 6. classified 8. section 10. experience 11. index *Down:* 1. notices 2. shift 4. agency 5. necessary 7. employment 9. opening

PAGE 33. Ad A: 1. c 2. b **Ad B:** 1. a 2. carpentry, plumbing, related building skills **Ad C:** 1. c 2. to the newspaper (ad no. 97381) **Ad D:** 1. c 2. a 3. b **Ad E:** 1. c, e 2. c **Ad F:** 1. b 2. a 3. a **Ad G:** 1. c 2. b

PAGE 35 Checkpoint. 1. manager, laboratory, assistant 2. opportunity, advancement 3. male and/or female, Monday, Friday, between 4. established, national, corporation 5. experience, necessary

PAGE 36. 1. (ad VANS mənt), getting ahead; (ə LəRT), wide awake; (ə SIS tənt), helper; (kə MISH ən), payment to a salesperson; (di PEN də bəl), worthy of trust 2. (i KWIP mənt), tools and machines; (is TAB lishd KeMP ə nee), old company; (LAB ə rə tawr ee), where scientists work; (MAN ij ər), person who runs things; (məTYOOR), grown up, responsible 3. (mi KAN i kəl ee in KLYND), good at fixing things; (NASH ə nəl kor pə RAY shən), big company; (REZ ə may), list of experience; (SAL ə ree), pay per hour, day, week, etc.; (TRAY nee), person . . . learning a job **Word Square:** Alert, Laboratory, Resume, Salary, Mature, Company, Mechanically, Corporation, Assistant, Established, National, Dependable, Advancement, Equipment, Commission, Manager, Trainee

PAGE 39. Ad A: 1. Yes 2. No 3. between 3-8 pm **Ad B:** 1. No 2. Yes 3. Yes **Ad C:** 1. hardwood 2. has a dishwasher **Ad D:** 1. Yes 2. nu kit **Ad E:** 1. 4th and Main 2. $320 **Ad F:** 1. steam 2. yes **Ad G:** 1. a park 2. two 3. $170 4. Yes 5. Yes 6. agent **Ad H:** 1. AEK 2. elev **Ad I:** 1. gdn apt 2. gar **Ad J:** 1. mod kit/ba 2. wall to wall 3. draw 4. lg **Ad K:** 1. newly

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A	P	A	R	T	M	E	N	T	S	X	I	A		
U	L	F	U	R	N	I	S	H	I	N	G	S		
T	O	P	P	O	R	T	U	N	I	T	Y	N		
O	R	E	H	S	E	R	V	I	C	E	F	R		
M	E	R	L	A	U	Q	E	F	E	P	I	T		
O	N	S	O	N	B	R	E	U	M	A	N	B		
T	T	O	S	D	F	E	S	L	I	R	A	U		
I	A	N	T	R	O	A	T	L	T	T	N	S		
V	L	A	L	O	U	L	A	I	X	N	C	I		
E	S	L	M	K	N	N	T	O	C	R	I	N		
X	V	S	T	M	D	V	E	P	I	A	A	E		
O	E	D	U	C	A	T	I	O	N	A	L	S		
A	N	N	O	U	N	C	E	M	E	N	T	S		

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W	A	R	R	E	X	T	R	A	S	V	P			
H	O	F	C	B	O	W	N	R	H	G	A			
L	N	O	A	C	F	M	N	Y	X	N	Y			
S	P	I	M	M	A	C	U	S	T	E	M			
P	A	N	E	P	G	O	N	K	Q	X	T			
A	F	T	C	G	S	N	C	Y	U	C	S			
V	A	I	H	P	B	D	O	D	G	D	R			
T	I	V	N	W	T	C	H	E	V	Y	B			
O	R	T	A	R	A	V	A	I	L	S	O			
C	Y	L	F	I	A	U	T	O	P	S	Z			
M	R	E	A	S	N	M	A	G	S	A	D			
X	P	A	S	S	P	W	R	A	P	A	N			

dec 2. utils inc **Ad L:** 1. Eastlake 2. garden type **Ad M:** 1. nu renov 2. one block 3. gar avail 4. small ones **Ad N:** 1. opinion 2. opinion **Ad O:** 1. opinion 2. opinion

PAGE 45. 1. a. 120 b. 115 c. 115 d. 115 e. 125 f. 120 g. 125 h. 115 i. 120 j. 120 2. **Ad A:** 1. moving 2. make offer **Ad B:** 1. ottoman 2. opinion **Ad C:** 1. Singer 2. 774 3. cabinet, special features **Ad D:** 1. 19-inch 2. Sony 3. stand 4. excellent

PAGE 47. Crossword. *Across:* 2. apartment 5. references 8. garden 9. hardwood 11. location 12. fireplace *Down:* 1. bath 3. refrigerator 4. stove 6. carpets 7. studio 10. drapes

Missing Vowels. 1. bedroom 2. building 3. decorated 4. drapes 5. deposit 6. elevator 7. floors 8. garden 9. kitchen 10. laundry 11. modern 12. remodeled 13. renovated 14. security 15. utilities 16. washer

PAGE 51. Ad A: 1. Auto, PS, PB 2. has air conditioning **Ad B:** 1. Chevrolet 2. 1975 3. has lots of windows **Ad C:** 1. ½ ton 2. 16 mpg 3. excellent **Ad D:** 1. CB and stereo 2. 24,000 miles 3. opinion **Ad E:** 1. standard shift 2. 12,000 miles **Ad F:** 1. restored 2. excellent **Ad G:** 1. Dodge 2. one 3. 1969 4. opinion **Ad H:** "immaculate condition," "must sell," "low payments," "100% financing," plus any other answers students can justify **Ad I:** 1. radials 2. AM/FM 3. excellent **Ad J:** 1. 127 inches 2. 10½ feet **Ad K:** 1. B200 2. 6 cylinders 3. yellow 4. $1850 5. BO in ad means *will accept best offer.*

PAGE 55. Missing Info. AIR CONDITIONING, AUTOMATIC TRANSMISSION, AVAILABLE, CITIZENS BAND RADIO, CONDITION, CUSTOMIZED, CYLINDER, FINANCING, IMMACULATE, INTERIOR, MECHANICALLY, REASONABLE, STANDARD SHIFT, WARRANTY

PAGE 61. 1.a. $3.45 per day b. $10.35 2.a. $2.25 per day b. $15.75

PAGE 62. $7.00 **Checkpoint.** 1. lines, days 2. $500 3. prepare

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